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ABSTRACT

The 1975-76 edition of the handbook consists of five major sections: the college; academic policies, procedures and services; personnel policies and practices; college policies and practices; and campus facilities and services. Specific items described include: college organization and administrative roles; academic standards and services; faculty evaluation and salaries; affirmative action; grievance procedures; faculty meetings; leaves of absence and outside employment; tuition waivers; and fringe benefits, as well as particular student regulations. Appendices are included which cover faculty bylaws, maintenance of order on campus, policies governing research and other activities involving human subjects, and faculty Senate committees. (LBH)

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FACULTY HANDBOOK 1975-76

STATE UNIVERSITY COLLEGE

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U.S. DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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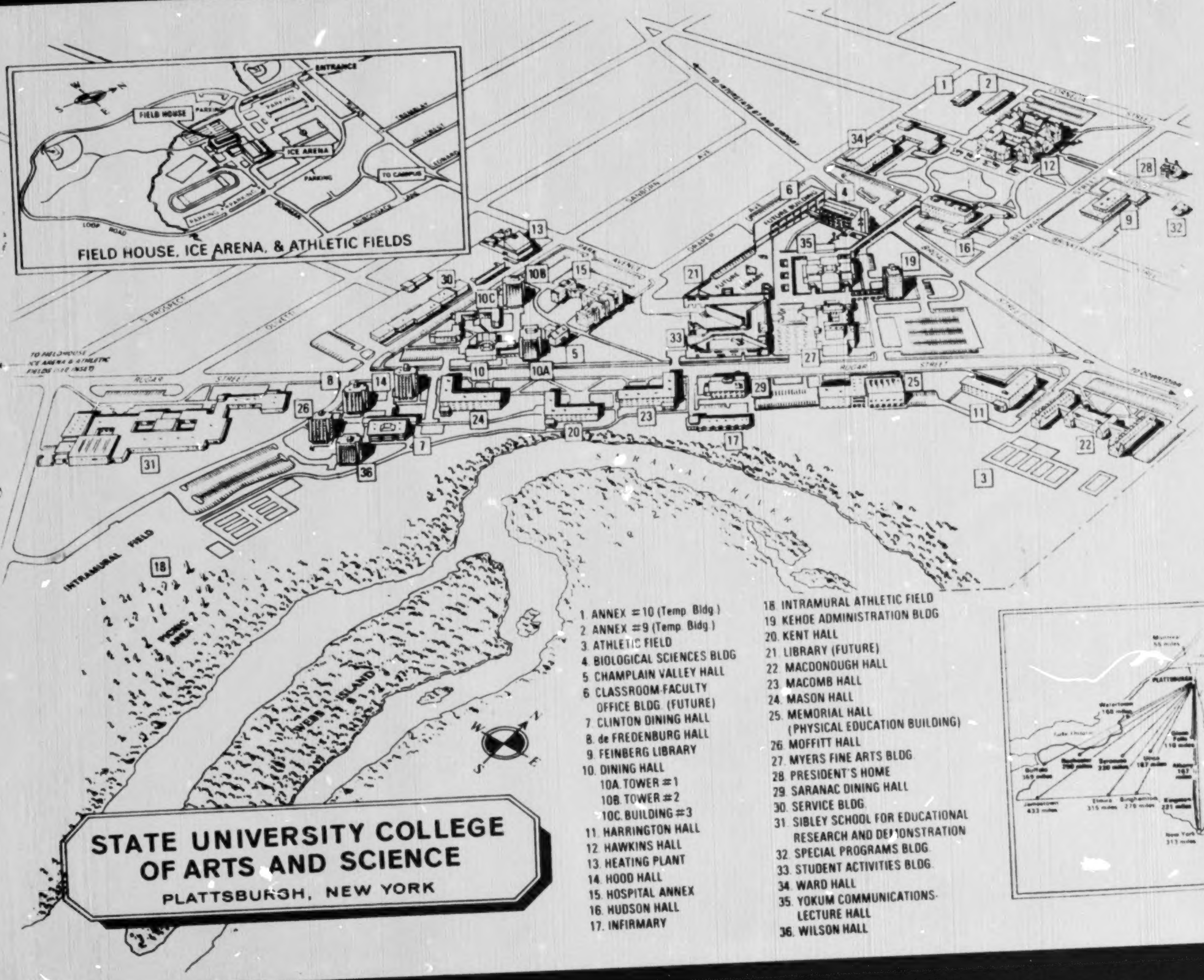
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ICE ARENA
ENTRANCE
TO CAMPUS
PARKING
LOOP ROAD
TREMBLAY
HILLCREST
LEONARD
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S
TO INTERSTATE 87 AND AIRPORT
TO FIELDHOUSE ICE ARENA & ATHLETIC FIELDS (SEE INSET)
RUGAR STREET
S. PROSPECT
PARK AVENUE
SANBORN AVE
DRAPER AVE
CORNELIA STREET
BROAD STREET
BEEKMAN STREET
FUTURE LIBRARY
FUTURE BUILDING
SARANAC RIVER
INTRAMURAL FIELD
PICNIC AREA
WEED ISLAND
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PLATTSBURGH
Montreal 55 miles
Watertown 160 miles
Lake Ontario
Glens Falls 110 miles
Buffalo 365 miles
Rochester 290 miles
Syracuse 220 miles
Utica 187 miles
Albany 167 miles
Jamestown 433 miles
Elmira 315 miles
Binghamton 279 miles
Kingston 221 miles
New York 313 miles

STATE UNIVERSITY COLLEGE
OF ARTS AND SCIENCE
PLATTSBURGH, NEW YORK

1. ANNEX #10 (Temp. Bldg.)
2. ANNEX #9 (Temp. Bldg.)
3. ATHLETIC FIELD
4. BIOLOGICAL SCIENCES BLDG
5. CHAMPLAIN VALLEY HALL
6. CLASSROOM-FACULTY OFFICE BLDG. (FUTURE)
7. CLINTON DINING HALL
8. de FREDENBURG HALL
9. FEINBERG LIBRARY
10. DINING HALL
    - 10A. TOWER #1
    - 10B. TOWER #2
    - 10C. BUILDING #3
11. HARRINGTON HALL
12. HAWKINS HALL
13. HEATING PLANT
14. HOOD HALL
15. HOSPITAL ANNEX
16. HUDSON HALL
17. INFIRMARY
18. INTRAMURAL ATHLETIC FIELD
19. KEHOE ADMINISTRATION BLDG
20. KENT HALL
21. LIBRARY (FUTURE)
22. MACDONOUGH HALL
23. MACOMB HALL
24. MASON HALL
25. MEMORIAL HALL (PHYSICAL EDUCATION BUILDING)
26. MOFFITT HALL
27. MYERS FINE ARTS BLDG.
28. PRESIDENT'S HOME
29. SARANAC DINING HALL
30. SERVICE BLDG.
31. SIBLEY SCHOOL FOR EDUCATIONAL RESEARCH AND DEMONSTRATION
32. SPECIAL PROGRAMS BLDG.
33. STUDENT ACTIVITIES BLDG.
34. WARD HALL
35. YOKUM COMMUNICATIONS-LECTURE HALL
36. WILSON HALL

STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE
Plattsburgh, New York

COLLEGE CALENDAR 1975-76

First Semester

Monday, September 1	9:00 A.M.	Residence Halls Open for New Students (Cafeteria Open a la carte)
Tuesday, September 2	8:00 A.M.	Meal Ticket Service Begins
Tuesday, September 2	9:00 A.M.	Residence Halls Open for Returning Students
Tuesday, September 2	9:00 A.M. to 4:00 P.M.	Registration
Wednesday, September 3	9:00 A.M. to 12:00 Noon	Registration
Wednesday, September 3	7:00 P.M.	Continuing Education Registration
Thursday, September 4	8:00 A.M.	Classes Begin
Friday, September 12	4:00 P.M.	End Add/Drop Period
Monday, October 13	No Classes	Columbus Day
Friday, October 31	10:00 P.M.	End of Quarter
Wednesday, November 26	12:00 Noon	Begin Thanksgiving Recess
Wednesday, November 26	4:00 P.M.	Residence Halls Close
Sunday, November 30	9:00 A.M.	Residence Halls Open
Sunday, November 30	5:00 P.M.	Meal Ticket Service for Dinner Resumes
Monday, December 1	8:00 A.M.	Classes Resume
Tuesday, December 9		
Friday, December 19	2:00 P.M.	Commencement
Saturday, December 20	5:00 P.M.	End of Semester
Saturday, December 20	5:00 P.M.	Residence Halls Close

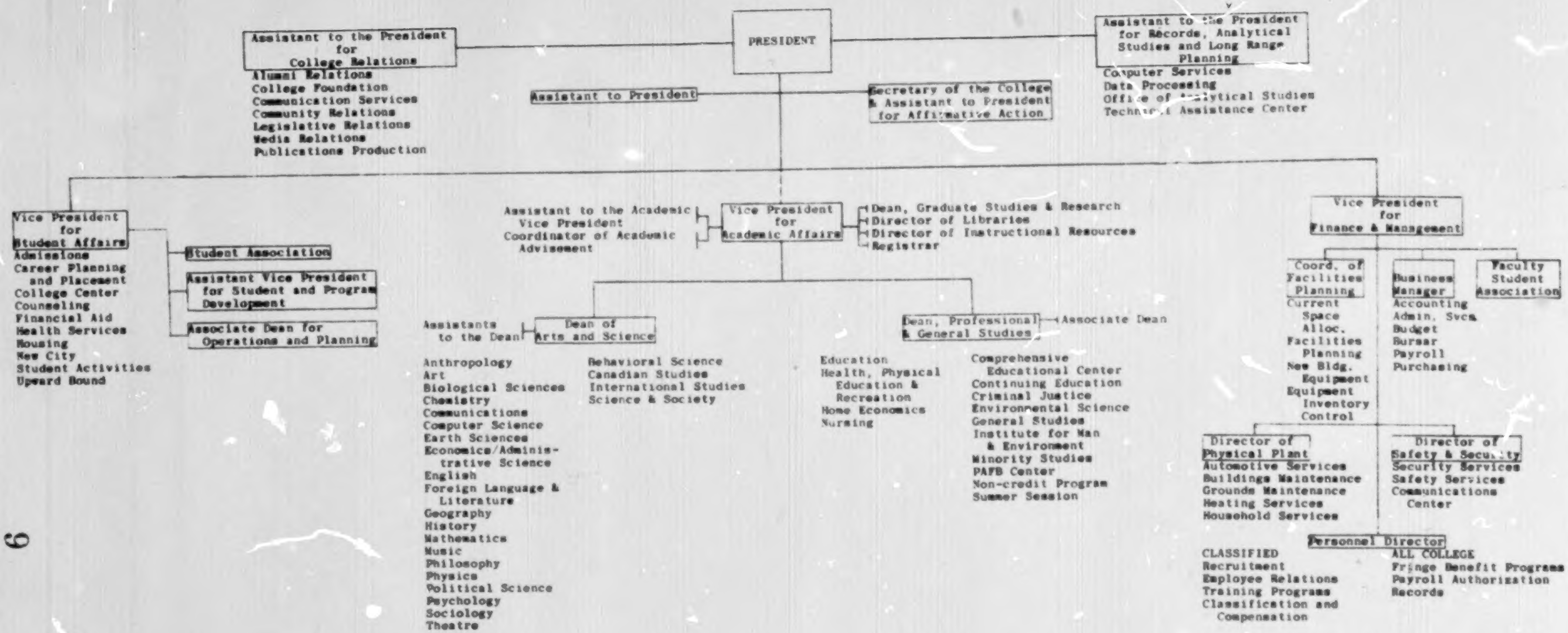
Second Semester

Sunday, January 18	9:00 A.M.	Residence Halls Open (Cafeteria Open a la carte)
Monday, January 19	8:00 A.M.	Meal Ticket Service Begins

Monday, January 19	9:00 A.M. to 4:00 P.M.	Registration
Tuesday, January 20	9:00 A.M. to 12:00 Noon	Registration
Tuesday, January 20	7:00 P.M.	Continuing Education Registration
Wednesday, January 21	8:00 A.M.	Classes Begin
Thursday, January 29	4:00 P.M.	End Add/Drop Period
Wednesday, February 11	10:00 P.M.	Classes End - Long Weekend
Thursday, February 12	1:00 P.M.	Residence Halls Close
Monday, February 16	9:00 A.M.	Residence Halls Open
Monday, February 16	5:00 P.M.	Meal Ticket Service Resumes
Tuesday, February 17	8:00 A.M.	Classes Resume
Friday, March 19	10:00 P.M.	End of Quarter
Saturday, April 10	5:00 P.M.	Begin Spring Recess
Saturday, April 10	5:00 P.M.	Residence Halls Close
Tuesday, April 20	9:00 A.M.	Residence Halls Open
Tuesday, April 20	5:00 P.M.	Meal Ticket Service Resumes
Wednesday, April 21	8:00 A.M.	Classes Resume
Tuesday, May 11		
Friday, May 21	5:00 P.M.	End of Semester
Saturday, May 22	4:00 P.M.	Residence Halls Closed (Except for Graduating Seniors)
Sunday, May 23	1:30 P.M.	Commencement
Sunday, May 23	5:00 P.M.	Residence Halls Close

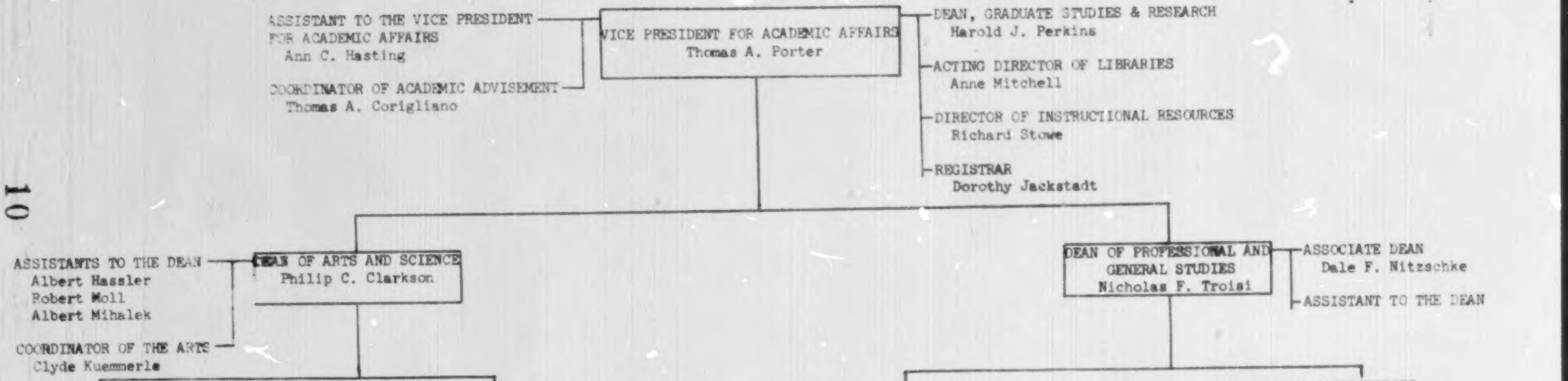
STATE UNIVERSITY OF NEW YORK AT PLATTSBURGH, NEW YORK

COLLEGE ORGANIZATION


PRESIDENT
Assistant to the President for College Relations
Alumni Relations
College Foundation
Communication Services
Community Relations
Legislative Relations
Media Relations
Publications Production
Assistant to President
Secretary of the College & Assistant to President for Affirmative Action
Assistant to the President for Records, Analytical Studies and Long Range Planning
Computer Services
Data Processing
Office of Analytical Studies
Technical Assistance Center
Vice President for Student Affairs
Admissions
Career Planning and Placement
College Center
Counseling
Financial Aid
Health Services
Housing
New City
Student Activities
Upward Bound
Student Association
Assistant Vice President for Student and Program Development
Associate Dean for Operations and Planning
Assistant to the Academic Vice President
Coordinator of Academic Advisement
Vice President for Academic Affairs
Dean, Graduate Studies & Research
Director of Libraries
Director of Instructional Resources
Registrar
Assistants to the Dean
Dean of Arts and Science
Anthropology
Art
Biological Sciences
Chemistry
Communications
Computer Science
Earth Sciences
Economics/Administrative Science
English
Foreign Language & Literature
Geography
History
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Sociology
Theatre
Behavioral Science
Canadian Studies
International Studies
Science & Society
Dean, Professional & General Studies
Associate Dean
Education
Health, Physical Education & Recreation
Home Economics
Nursing
Comprehensive Educational Center
Continuing Education
Criminal Justice
Environmental Science
General Studies
Institute for Man & Environment
Minority Studies
PAFB Center
Non-credit Program
Summer Session
Vice President for Finance & Management
Coord. of Facilities Planning
Current Space Alloc.
Facilities Planning
New Bldg. Equipment
Equipment Inventory Control
Business Manager
Accounting
Admin. Svcs.
Budget
Bursar
Payroll
Purchasing
Faculty Student Association
Director of Physical Plant
Automotive Services
Buildings Maintenance
Grounds Maintenance
Heating Services
Household Services
Director of Safety & Security
Security Services
Safety Services
Communications Center
Personnel Director
CLASSIFIED
Recruitment
Employee Relations
Training Programs
Classification and Compensation
ALL COLLEGE
Fringe Benefit Programs
Payroll Authorization
Records

9/1/75

DEPARTMENTAL ORGANIZATION 1975/76



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Ann C. Hasting

COORDINATOR OF ACADEMIC ADVISEMENT
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Anne Mitchell

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Clyde Kuemmerle

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ART - Jon Sontag
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CHEMISTRY - William Krueger
COMMUNICATIONS - Albert Montanaro
COMPUTER SCIENCE - Julius Archibald
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INSTITUTE FOR MAN & ENVIRONMENT - William Berber
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LIBERAL STUDIES - Melvin Donaho
MINORITY STUDIES - Charles Herod
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EVENING PROGRAM - Raymond LaRocque

PREFACE

The purpose of this handbook is to provide an official record of organization, by-laws and other information which pertain to the responsibilities of faculty members. It should be used as a supplement to Policies of the Board of Trustees, the undergraduate catalog and the graduate bulletin. These official publications should provide each faculty member with comprehensive information relative to all aspects of employment. While it is expected that the handbook will have some special value for newcomers, it is also believed that it will prove valuable to all members of the faculty.

The material herein represents principles, policies and statements developed by faculty and administration within the College in order to expedite the operation of the College within the framework established by the Policies of the State University Trustees. As such, this information should not be considered in any way as being legally binding in terms of a contract. All faculty contracts are made in accordance with policies of the Trustees, and only the Trustees' policies shall be considered legally binding.

I
THE COLLEGE

DEFINITION AND PURPOSE OF THE COLLEGE

(Adopted by Faculty Senate on September 30, 1969) State University College at Plattsburgh consists of faculty, students and administration in conjoint enterprise in the free pursuit of truth and its free exposition. It holds its endeavors to be universal in keeping with the meaning of the university. Within the limitations of its resources, its obligations are as broad as the needs of the community and society to utilize its services and as broad as the desideratum of students who can benefit from higher education. It has a special responsibility to provide a diversity of academic programs under a commitment to excellence in each, with implications for continual curricular evaluation and recruitment and retention of competent and distinguished faculty. Inside and outside the classroom, it is committed to finding the most meaningful relationships with students. In research it accepts the challenge to pursue truth for both faculty and students in unlimited directions in the tradition of all universities. In public service, the obligations of the State University College include both the formal modes of adult education for the community as well as the less formal teaching and consultative contributions to community, state, nation and the world. As an educational institution it differs from other forms of such institutions by its emphasis on the promotion of advanced branches of knowledge in instruction and research and in the development of scholarship to that end among students and faculty.

In addition, the university college is obligated to be ever attentive to the needs of our society. It must also be continuously responsive to the necessity for changing its own structure and direction to serve new needs of students and society as such needs arise, but it must be continuously alert to defend academic freedom against all sources of erosion and to secure the fullest form of that freedom as a major contribution to a free society.

(This statement is also published in the 1973-74 undergraduate bulletin. A number of statements in other publications such as the 1968 Campus Academic Plan, Student Handbook, etc., will help to reveal the philosophy of the College and the individuals therein.)

ORGANIZATION

College Council. In accordance with the rules established by the State University Trustees, the operations and affairs of each state-operated institution of the State University shall be supervised locally by a Council consisting of nine members appointed by the Governor. The current members are: Robert T. Booth, Wayne H. Byrne, Jane Caffry, Claude J. Clark, E. Yale Clarke, Judith Duken, Franklin R. Forbes, Daniel T. Manning, and John H.G. Pell.

Administrative Organization of the Faculty. Recognizing a collegiate identity built upon mutuality of support among all members of our community of scholars as the ideal, the two basic functional elements of the organizational structure of this college are the faculty (as broadly defined in the College By-laws) and the Office of the President as represented by him and other administrative officers. Each of these elements has subdivisions created for convenience and functional utility in the interest of the larger collegiality.

Through its representative Senate, the collegiate faculty considers matters within its perview as defined in the Trustees' policies and the College faculty By-laws. The teaching staff is further organized into two Faculties*, each responsible for matters of specific interest to its academic program within the context of the total College mission. Each Faculty is under the jurisdiction of an academic Dean who is responsible to the President through the Vice President for Academic Affairs for all aspects of departmental and staff organization and operation. Changes in the internal organization of a Faculty must have the approval of the President. All new programs of instruction, new programs of research and new programs of public service as well as major changes in established programs must be consistent with the campus master plan and College policy and have the approval of the President.

Consistent with policies of the College, each Faculty is charged to:

1. develop, conduct and improve specialized courses, sequences, and programs within the special competence of that Faculty as required by the various instructional and service programs of the College;

2. develop, conduct and improve a program of academic guidance and counseling for all students enrolled as majors within that Faculty;

3. consider and recommend to the Dean administrative policy governing conduct of instructional, research and service programs within its area of responsibility;

---

*The term Faculty, when introduced with a capital, denotes that portion of the collegiate faculty under the direct jurisdiction of an academic Dean.

4. consider and recommend to the Dean administrative policy governing appointment, continuance and separation for that Faculty;

5. consider and recommend to the Dean plans for the development of the program offered by that Faculty;

6. consider and recommend to the Dean plans for development of the teaching staff within its area of responsibility;

7. consider and recommend to the Dean plans for the development of financial resources other than those provided in the State budget in support of its programs of research, public service, and instruction;

8. advise the Dean on administrative matters within its area of concern;

9. discharge such other responsibilities as the Dean, Vice President for Academic Affairs and President may assign.

The President, as Chief Administrative Officer, has designated the Vice President for Academic Affairs as the Chief Academic Officer of the College. The Vice President for Academic Affairs is responsible for the development and coordination of the academic program and the academic budget of the College.

The Vice President for Academic Affairs, in discharging his duties, relies on the Deans of the Faculties for the communication and the coordination necessary to the fulfillment of the academic purposes of the College. As planning officers, they participate with the President and Vice President for Academic Affairs in the development of plans for programs and services to be offered by the Faculty and the units for which they are responsible, in the development of plans for the cultivation of human and physical resources to support these programs and services, and in the preparation of annual and long-range budgets.

Role and Responsibilities of Deans of Faculties. The Deans of the Faculties are responsible to the Vice President for Academic Affairs who relies on them for the coordination and communication necessary to the fulfillment of the academic purposes of the College. The Deans assist the President and the Vice President for Academic Affairs in the development of the academic goals and objectives for the College. They are responsible for planning programs and services to be offered by their Faculties suited to these goals and objectives and for the cultivation of human and physical resources to support these programs and services.

They serve as the liaison between officially designated administrative and non-administrative units of the College. They communicate the interests, concerns and needs of their respective Faculties to other administrative officers and those of the College and other administrative offices to their Faculty. They shall consult with Faculty units before taking actions which alter their status and shall assist Faculty units in meeting the goals of the College.

The Dean serves as the academic leader of his or her Faculty in consultation with the chairman of departments and other faculty and staff. The responsibilities of a Dean of a Faculty cover six major areas: (A) Academic Planning, (B) Personnel,

(C) Students, (D) Budget, (E) Space and Equipment, and (F) General Operations.

A. Academic Planning

1. Ensures that clear goals and objectives, consistent with those of the College, are established for that Faculty; that programs in the Faculty are designed to achieve these ends; and that goals, objectives and programs are periodically evaluated to guarantee that they are suited to the needs of students.
2. Coordinates programs in the various units to ensure coherence in Faculty curricula.
3. Coordinates the development of new programs and revisions of existing programs in the Faculty.
4. Plans, in consultation with the Vice President for Academic Affairs, and supervises a systematic evaluation of programs and services within the Faculty.
5. Presents to the Vice President for Academic Affairs a coordinated Faculty schedule of courses for the academic year and summer sessions.
6. Coordinates all long and short range planning for the Faculty.

B. Personnel

1. Oversees the recruitment of new faculty and recommends appointments to the Vice President for Academic Affairs.
2. Supervises the affirmative action program of the Faculty and ensures that it is consistent with that of the College.
3. Evaluates the teaching effectiveness, scholarship, research and college and community services of the departments and units within the Faculty.
4. Makes recommendations to the Vice President for Academic Affairs, after appropriate consultation with faculty, concerning all reappointments, continuing appointments, promotions, salaries, changes in status, and other personnel matters for faculty and non-teaching personnel assigned to the Faculty.
5. Ensures that the workload within the Faculty is equitably distributed among its members and suited to their individual talents and accomplishments, and to the needs of the Faculty and its units.
6. Approves the assignment of courses for the academic year and summer session.
7. Assigns responsibilities to and supervises clerical and non-teaching personnel assigned to the Faculty.
8. Supervises the departments and units within the Faculty to insure that teaching and institutional obligations are met.

9. Supervises and coordinates the multi- and interdisciplinary groups, units or activities within the Faculty.

10. Recommends to the Vice President for Academic Affairs tuition waivers for faculty and students within his or her jurisdiction.

11. Maintains records of faculty sick leaves and of vacation time for calendar year employees and submits this information periodically to the Personnel Office.

12. Formulates, implements and evaluates a program of faculty development.

C. Students

1. Oversees student advisement within the Faculty.

2. Oversees the independent study, honors, and thesis programs within the departments and other units of the Faculty and ensures that they are consistent with College and Faculty policies and directives.

3. Approves course overloads and deviations from Faculty requirements and recommends to the Vice President for Academic Affairs deviations from appropriate College requirements.

4. Admits students to graduate programs within the Faculty after consultation with the Graduate Dean.

5. Coordinates and supervises the participation of Faculty members and personnel in student orientation and registration.

D. Budget

1. Formulates, after consultation with appropriate Faculty groups, long-range Faculty budget projections which indicate how resources will be allocated to achieve Faculty goals and objectives.

2. Presents budget recommendations to the Vice President for Academic Affairs, after consultation with Faculty.

3. Allocates, after appropriate consultation with the Faculty, the Faculty budget; administers the budget of his or her office and is authorized to make valid expenditures within this budget.

4. Maintains current records on expenditures within the Faculty.

5. Disseminates full information on budgets and expenditures to members of the Faculty.

6. Evaluates annually the effectiveness of Department expenditures in relation to Department and Faculty goals and objectives.

E. Space and Equipment

1. Maintains a current inventory of Faculty equipment.

2. Prepares long-range projections of Faculty space and equipment needs.

3. Allocates the space and equipment assigned to the Faculty.

4. Submits requests for repairs, maintenance and plant improvements.

5. Supervises the security of Faculty equipment and space.

F. General Operations

1. Cooperates with other administrative officers in planning and administering programs and services that depend upon the resources of more than one Faculty.

2. Provides accurate data to the Office of Analytical Studies for the production of official College statistics.

3. Coordinates and supervises the preparation of all Faculty reports.

4. Represents the Faculty to the general public and communicates newsworthy activities of individuals and groups within the Faculty to the Office of College Relations.

5. Appoints appropriate Faculty Committees and chairs Faculty meetings and meetings of its chairmen.

6. Serves on the Advisory Council of the Vice President for Academic Affairs and on the President's Executive Staff.

7. Communicates Faculty opinions and needs to the Vice President for Academic Affairs; transmits Faculty and College policies, directives and opinions to the Faculty; fosters inter-faculty communication.

8. Assumes such other duties and responsibilities as are assigned by the Vice President for Academic Affairs or the President.

Guidelines for the Faculty Evaluation of the Deans. The Faculty By-laws (3.2.4.5) obligates the Faculty Affairs Committee of appropriate units to "evaluate deans and associate deans during every third year of the individual's appointment. The means of the evaluation shall be worked out jointly between the person being evaluated and the appropriate Faculty Affairs Committee." The following guidelines are understood to be only recommendations to the Faculty Affairs Committee and the evaluees as the best thinking of the Faculty Senate in guiding those Faculty Affairs Committees in fulfilling their responsibility to work out jointly with the evaluees the procedures for the evaluation.

1. The guidelines contained herein are understood to refer to the evaluation of Academic Deans and Academic Associate Deans. (All personnel to be evaluated will be referred to hereinafter as the evaluees.)

2. In accordance with the three-year period mandated in the Faculty Senate By-Laws, an evaluation of evaluees now serving in office (and who will have served in office for three years as of May 1975) should be undertaken in the spring of 1975. This review should be

repeated at three-year intervals from that date. Newly appointed administrators should be evaluated in the spring term of the third academic year of their appointment and the review should be repeated at three-year intervals. The Senate Standing Committee on Faculty Affairs, in consultation with the unit-level faculty affairs committees and the evaluees will establish a standardized timetable for the various steps in the evaluation procedure aimed at producing a report to the President from all faculties and divisions by May 1 of 1975 and of each subsequent review year.

3. The purpose of the evaluation should be two-fold. (1) to provide the President of the College with information necessary to his/her evaluation of the evaluees; (2) to act as a guide to each evaluee in assessing his/her own effectiveness.

4. The content of the evaluation should be clearly understood by all concerned to encompass an evaluation of the performance of the individual serving in the offices specified.

5. Prior to the evaluation of each faculty and division, the unit-level faculty affairs committee and the evaluee will jointly review the duties and responsibilities of the office to be evaluated as defined in the Faculty Handbook. This review should insure a common understanding of the evaluee's office and should also permit the evaluee and the FAC to agree on the particular activities beyond those specified by the By-Laws which should be included in the evaluation.

6. After approval of these guidelines by the Faculty Senate, the Senate Standing Committee on Faculty Affairs will continue in an advisory capacity throughout the evaluation procedures. The unit-level Faculty Affairs Committee and the evaluee will, however, be responsible for the administration of the evaluation of its chief administrator. The evaluees and the unit-level Faculty Affairs Committee will jointly work out the means of evaluation.

7. The results will be tabulated and summarized by the Faculty Affairs Committee in each Faculty or Division. The evaluee should have the right to review and respond to his/her evaluation before it is submitted to the President. Copies of a final report, based upon the original data, should be submitted to the President; given to the evaluee; placed on file in the Personnel Office; and placed in the Archives of the unit-level Faculty Affairs Committee for inspection by all faculty members of the unit,

8. Although the Faculty Affairs Committee in each Faculty or Division will be responsible for administering the evaluation, for collating the results, and for preparing the final reports, the Faculty Affairs Committee should not determine the shape of the evaluative questionnaire nor the content of the reports solely at its own discretion. The Committee should consult various other bodies as described below and should represent the attitudes conveyed by these bodies.

The unit-level Faculty Affairs Committee should do the following:

a. Obtain a job description of the evaluee's duties and responsibilities in accordance with Item 5 above.

b. Design and publicize a procedure for the compilation of evaluative data, inviting reactions from all members of the Faculty or Division.

c. Design and publicize all questionnaires and other evaluative instruments to be used in the formal evaluation, inviting reactions from all members of the Faculty or Division.

d. Include in the evaluation, at a minimum, a general questionnaire submitted to all faculty members and/or NTPs under the jurisdiction of the evaluee.

e. Include in the evaluation, at a minimum, interviews with the following groups:

   i. departmental chairmen

   ii. major standing committees of the Faculty or Division

   iii. a random sample of the members of the Faculty or Division

9. The Faculty Affairs Committees are encouraged to exceed these minimum steps outlined in Items 8 "d" and 8 "e" as deemed appropriate, but the Committees are reminded that all evaluative sources must be described in the final report.

10. The Faculty Affairs Committees are requested to take necessary steps to insure the anonymity of all solicited faculty responses before they are deposited in the Archives of the unit-level Faculty Affairs Committee and before the evaluee, the President and participating faculty evaluators are granted opportunity of inspection.

The Guidelines for the Faculty Evaluation of the Deans were approved by the Faculty Senate on December 10, 1974.

Dean, Graduate Studies and Research. The Dean for Graduate Studies and Research reports to the Vice President for Academic Affairs. A description of the Dean's role and responsibilities will be distributed to the faculty at a later date.

Role and Responsibilities of Department Chairmen

I. Introduction

The functions of departments are many and varied. The form and extent of faculty participation may vary according to the particular needs of each department. Some functions can be performed by the Chairman alone but may require the participation of the members of the department. The real role of a chairman is to serve as an academic leader--to coordinate, supervise, stimulate and encourage the collective and individual activities in the department in a manner to assist the department and its members to achieve their common and individual goals and objectives. In some areas, the department and its chairman make final decisions as long as they are consistent with the goals, objectives, policies and directives of the College and the appropriate Faculty. In others, the department and its chairman make recommendations to the appropriate Dean.

II. Role and Responsibilities of Departmental Chairmen

The Policies of the Board of Trustees provide that chairmen, in consultation with the members of their departments, are responsible to the President of the College for the supervision of the department personnel and programs. They have such powers, duties and responsibilities as may be assigned by the President of the College. Chairmen have a dual role as teacher and administrator. They are accountable for the implementation of College and Faculty policies and procedures within the department and for the implementation of department policies and procedures consistent with those of the College and the appropriate Faculty. Chairmen are responsible for and supervise the instructional program of the departments within the context of the mission and goals of the College and of the appropriate Faculty. They serve as spokesmen for the institutional needs of the College and the Faculty to the members of the department and for the department needs to the Dean and other appropriate administrators of the College. The responsibilities of a chairman cover six major areas: (A) Academic Planning, (B) Personnel, (C) Students, (D) Budget, (E) Space and Equipment and (F) General Operations.

A. Academic Planning

1. Ensures that clear goals and objectives, consistent with those of the College and the appropriate Faculty, are established by the Departments; that department programs are designed to achieve these ends; and that goals, objectives and programs are periodically evaluated to guarantee that they are suited to the needs of students, both majors and non-majors.

2. Supervises the development of a comprehensive and coherent department curriculum.

3. Supervises and coordinates the development, revision, and evaluation of courses, sequences and programs for the academic year and the summer program.

4. Recommends to the appropriate Dean the schedule of courses for the academic year and the summer session.

B. Personnel

1. Coordinates department recruitment of new faculty, recommends appointments to the Dean, oversees the orientation of new faculty.

2. Supervises the department affirmative action program and ensures that it is consistent with that of the College.

3. Evaluates the teaching effectiveness, scholarship, research, and college and community service of individual faculty members; initiates and oversees the evaluation process of the Departmental Evaluation Group; and makes personal recommendations to the Dean for each member of the department.

4. Fosters the scholarly growth, research, creative activities, and teaching effectiveness of departmental members.

5. Ensures that the workload within the department is equitably distributed among its members and suited to their individual talents and accomplishments and to the needs of its approved programs.

6. Assigns courses for the academic year and summer session after consultation with members of the Department and with the concurrence of the Dean.

7. Supervises clerical and non-teaching personnel, and student and graduate assistants assigned to the department by the Dean.

8. Counsels and advises faculty.

9. Supervises faculty to guarantee that teaching and institutional obligations are met.

10. Recommends to the Dean tuition waivers for faculty and graduate assistants.

11. Records faculty absences from class, keeps records of faculty sick leave, and forwards such information to the Dean.

C. Students

1. Supervises the department advisement program; assigns advisors for majors; provides faculty with advisement materials; counsels students who seek advice beyond the advisor.

2. Supervises the independent study, honors, and thesis programs within the department and ensures that they are consistent with College and Faculty policies and directives.

3. Maintains department student records.

4. Approves deviations from department requirements and recommends to the Dean deviations from appropriate Faculty or College requirements.

5. Approves requests, consistent with College or Faculty policies or directives, for independent studies, change of major, undergraduate enrollment in graduate courses, course withdrawals, permission to take courses at other institutions; recommends to the Dean course overloads; and signs report of incomplete work and participates in academic progress decisions.

6. Recommends to the Dean of the Faculty the admission of students to graduate programs.

7. Assists in student orientation and registration.

D. Budget

1. Formulates, after consultation with the department, long-range department budget projections which indicate how resources will be allocated to achieve department goals and objectives.

2. Allocates and administers the departmental budget and authorizes valid expenditures within this budget.

3. Prepares a yearly report for the Dean delineating how expenditures were related to department goals and objectives.

4. Maintains current records on department expenditures.

5. Disseminates full information on budget and expenditures to members of the Department.

E. Space and Equipment

1. Maintains a current inventory of department equipment.

2. Prepares long-range projections of department space and equipment needs.

3. Coordinates the allocation and utilization of space and equipment assigned to the Department.

4. Submits to the Dean requests for repairs, maintenance and plant improvements.

5. Supervises the security of department equipment and supplies.

F. General Operations

1. Maintains records for the department on faculty workloads, student majors and enrollments; andprovides the pertinent data to the Dean for the preparation of official Faculty and College statistics on these subjects by the Office of Analytical Studies.

2. Prepares department reports. (Routine reports may be done by the chairman alone; all other reports should be prepared by the Chairman after appropriate consultation with the department or departmental committees.)

3. Represents the department to the general public and communicates newsworthy department or individual faculty activities to the Dean for transmission to the Office of College Relations.

4. Appoints appropriate department committees; prepares agenda for, and chairs, department meetings; and coordinates department activities.

5. Communicates department opinions and needs to the Dean; transmits Faculty and College policies, directives and opinions to the departments; and fosters inter-departmental communication.

6. Encourages and participates in inter-departmental and inter-disciplinary activities.

7. Advises the Dean and meets with the Dean at the Chairmen's meeting of the Faculty Chairmen.

8. Assumes such other responsibilities or duties as the President may assign.

III. Selection of the Chairman

The Trustees place final responsibility for designating chairmen in the Office of the President. The Vice President for Academic Affairs, after consultation with the appropriate Dean, recommends to the President the person to be appointed. For those departments in which the President has authorized elections to express the choice of the department for the chairmanship, the Dean and the department shall jointly determine the means by which the election and consultative process shall take place. For effective operation, consultation between the Dean and the department is essential before either takes action. The procedures for the election of the chairman adopted by each department shall be kept on file in the Office of each Dean of Faculty.

The President in making his designations requires the Dean and department to have followed these procedural steps:

1. The department shall elect at a department meeting a nomination committee.

2. The committee shall canvass the department for nominations. It shall then meet with the Dean to present the names of all those who were nominated by their colleagues and who were willing to serve. The Dean may approve or disapprove of any names on the slate. There shall be at least two nominations for each election unless the Dean and a majority of the department agree to waive this requirement.

3. The committee shall present to the department prior to the meeting at which the election shall take place a slate of the acceptable candidates resulting from the consultation with the Dean. The department shall elect its chairman by majority vote and secret ballot from among those mutually acceptable nominations.

4. The department shall notify the Dean of the name of the person elected. The Dean shall forward the name to the Vice President for Academic Affairs, who shall submit it to the President for approval.

5. Subsequent to his or her approval, the President shall designate in writing the elected person for an appointment of three years. Chairmen may be elected for additional terms.

6. Should the Dean and the department fail to agree on acceptable candidates, the Vice President for Academic Affairs, after consultation with the Dean and the department, shall recommend a candidate to the President. Should the Vice President for Academic Affairs after said consultation determine that the department contained no suitable candidate, he or she may recommend to the President than an external search be conducted for a chairman. When a chairman is appointed from outside the department, the term will be for three years.

IV. Removal of the Chairman

Under the Board of Trustees' Policies, the President may relieve a designee of his duties as chairman, with notification to the Chancellor.

If a majority of a department wishes to have its chairman removed, it may by majority vote and secret ballot request a meeting with the Dean. The Dean, following consultation with the department and the chairman, may make a recommendation through the Vice President for Academic Affairs to the President to remove the chairman from office.

V. Additional Items

The role of the department chairman is one of strong, responsible academic leadership. This role should not usurp or conflict with the appropriate delegated responsibilities of others such as administrative personnel and other department chairmen nor should it conflict with established administrative lines and responsibilities.

1. To ensure strong academic leadership, departments should establish procedures which will assure maximum opportunity to evaluate and weigh the leadership capabilities of individual candidates for the position of department chairman.

2. To ensure responsible leadership, departments (1) must keep avenues of communication with the Chairman open at all times; (2) provide for corrective information flow from members to the chairman when desired responsibility is not being demonstrated; and (3) seek a change in departmental leadership when the chair-

man is demonstratively not functioning in assigned tasks.

3. The Dean shall meet with each chairman at least once a year to evaluate his or her performance as chairman.

4. The teaching load of chairman shall depend upon the nature and size of the department chaired. The Dean and Vice President for Academic Affairs shall determine reductions in load on the basis of such considerations as the number of faculty in the department, number of majors, total enrollment and the complexity of department activities, facilities and equipment.

5. The responsibilities of the department chairman continue during the summer. Every chairman shall receive a stipend for the additional weeks of service which will vary according to the number of faculty in the department, number of majors, total enrollment, and the complexity of departmental activities, facilities and equipment. The Dean and the Vice President for Academic Affairs shall determine the stipend, which will range from a minimum of $750 to a maximum of $2,250 for each chairman based upon these factors. The total stipend paid to all chairmen shall not exceed $35,000. Chairmen shall be permitted to teach no more than one course during the summer session.

6. The many responsibilities of chairmen make it difficult for them to maintain a full program of research or creative activity. When a chairman has completed a full term in office,

    i. The Dean, in consultation with the former chairman, should consider a variety of ways to assist him or her to resume full scholarly or creative activity.

    ii. Departments and Deans are asked to give special consideration to requests of such persons for sabbaticals and leaves.

Departmental and Program Organization

The Faculty of Arts and Science includes the following:

1. Administrative Science/Economics
2. Anthropology
3. Art
4. Behavioral Science
5. Biological Sciences
6. Chemistry
7. Communications
8. Computer Science
9. Earth Sciences
10. English
11. Geography
12. History
13. International Studies
14. Language and Literature
15. Mathematics
16. Music
17. Philosophy
18. Physics
19. Political Science
20. Psychology
21. Science and Society
22. Sociology
23. Theatre

The Faculty of Professional and General Studies includes the following:

1. Comprehensive Educational Center
2. Continuing Education
3. Criminal Justice
4. Professional Specialization
5. Curriculum and Teaching
6. Student Teaching
7. General Studies
8. Health, Physical Education and Recreation
9. Home Economics
10. Institute for Man and Environment
11. Minority Studies
12. Nursing

Faculty Senate

Article II of the Faculty By-Laws defines the composition, role and responsibilities of the Senate. Faculty By-Laws may be found in Appendix A. Copies of all Senate actions are on file with the Secretary of the Faculty Senate, the offices of the President and the Vice President for Academic Affairs.

Alumni Association

The Plattsburgh State University College Alumni Association was established in 1891 and presently has more than 9,000 members residing in most of the fifty states and in many foreign countries. The purpose of the Alumni Association is to work actively and effectively to advance the interests and welfare of the College, its faculty, students and alumni.

The Alumni Association is presently supported by its membership through a dues program. Undergraduate students since 1957 have made alumni dues a part of their student fees. Undergraduates who pay a total of $36.00 automatically become life members of the Association.

Governing the Association is a 14 member board of directors (12 alumni and two students) with representation from all parts of the state. The full board convenes twice each year to conduct all business pertaining to Association affairs. A 12 member Undergraduate Advisory Council counsels the Association regarding student services and programs.

The Alumni Association sponsors an undergraduate scholarship program. In addition, it sponsors various reunions and gatherings throughout its chapter areas and coordinates Homecoming, a joint effort of the Association and College undergraduates, held annually in the fall.

The Association also offers a life insurance program and a variety of tour programs to its membership. Alumni are kept up-to-date regarding the College through The Plattsburgh Alumni News, a tabloid newspaper, and via occasional special bulletins on matters of importance to the institution and its constituencies.

The present Board includes:

Alumni
Mr. John Longware, '56, President
Mr. Warren DeFazio, '72, Vice President
Mrs. Stasia Arcarese, '62, Secretary
Mrs. Nancy McGaulley, '51, Treasurer
Mrs. Virginia Damianos, '50
Mr. Douglas McGivney, '60

Students:
Miss Donna Croker, '75
Mr. Robert Rodriquez, '74

College Foundation

The Plattsburgh College Foundation, a non-profit organization, was established by the College Council in 1953 to receive and administer gifts for the College. In recent years, the Foundation has been geared primarily (though not solely) to soliciting and providing scholarship funds for students. Campus fund drives to raise scholarship monies should be coordinated through the College Foundation and its executive director, Don Garrant, in the Office of College Relations.

II
ACADEMIC POLICIES, PROCEDURES AND SERVICES

College Calendar

A proposed calendar for the academic year is prepared by the Vice President for Student Affairs, reviewed by the Faculty Senate Committee on Curriculum and Instruction, the administrative staff and the Student Association. Suggestions are incorporated in the proposed calendar for final review and changes. The calendar is then presented to the President for action.

The calendar is based upon the following principles:

1. All regular first semester courses will end prior to winter recess.
2. Grades for the first semester will be due within two weeks following the end of the last scheduled day of that semester.
3. The second semester will end no later than the first week of June.
4. A period of three (3) calendar weeks shall elapse, whenever possible, between the end of the second semester and the beginning of regular six-week summer session.
5. A period of three (3) calendar weeks shall elapse, whenever possible, between the closing of the regular six-week summer session and the beginning of the first semester.

Annual Reports

Each department prepares each year a report with an appendix listing scholarly publications for submission to the appropriate dean. Emphasis is placed on accomplishments of the current year, and major goals planned for achievement during the coming academic year (three or four outstanding items which will improve excellence of program). There is maximum freedom relative to the production of this short report, which is due in the dean's office by April 1.

The Vice President for Academic Affairs, Academic Deans and the Vice President for Student Affairs will collate the reports from their respective departments and/or administrative officers and prepare a 10-12 page summary. The reports of the Academic Deans and instructional services shall be submitted to the office of the President of the College by May 1. Each Academic Dean shall distribute copies of the report to his faculty.

The Office of College Relations shall be responsible for preparing the final overall annual report of the College. The final report shall be submitted to the Chancellor's Office as of August 30.

COURSES AND PROGRAMS

Admissions

Regular/Transfer - see College Catalog/Graduate Bulletin.

Early. An early admission student is one who studies full-time under supervision at the college level before completing formal course work for the diploma at the high school.

Admissions Requirements:

1. Successful completion of the high school curriculum through the 11th grade level.
2. High achievement in academic subjects and standardized examination scores that indicate the student has reached an intellectual and emotional level from which he can advance with other College students and that promises successful completion of college work undertaken.
3. Recommendations of a high school guidance counselor and/or principal.

Review:

If the qualifications of an applicant who has been accepted for admission should change significantly between the time of his acceptance and the time he registers for classes, his application becomes subject to review and his admission may be revoked.

Project New City

The Faculty Senate endorses the principle expressed in "Project New City"; and that usual admissions requirements be waived for students to be admitted to such a program.

Continuing Education

An Undergraduate Continuing Education Student is one who is not pursuing a degree and who has not been admitted through the established admissions procedure of the College Admissions office. Students in this category may enroll for less than 12 credit hours. Courses taken as a nondegree student may count toward a degree. The student will come under student conduct regulations only when on campus. He does not pay Student Association assessments. This student may participate in student and campus affairs as a citizen who is invited to campus events open to the public. Continuing Education students who wish to become matriculated degree-seeking candidates must apply for undergraduate admission through the College's Admissions Office at least three (3) months prior to the semester they wish to matriculate.

Students dropped from college for academic deficiencies: This student is a separated or non-degree student who was formerly admitted to a degree program at this or another college and who is not considered to be in good academic standing. He is not eligible to enroll in any course offered in the Continuing Education Program for a period of six months without permission of the Director of Admissions who shall specify the conditions for each student before admission to any Continuing Education course. (Separated or non-degree students may register as any other student in the Continuing Education Program once the six (6) month period has elapsed.)

A Degree-Seeking Student must have on file in the Registrar's Office a transcript from the high school or college last attended. A non-degree seeking student must have on file in the Registrar's Office an Academic Standing Report (available from the Registrar's Office) completed by the academic authorities of the college or high school last attended. If such a report has been submitted within the past three years, there is no need to submit another. No credit will be given for any courses unless this form is in the Registrar's Office.

To register, a non-degree seeking student need not, and will not, be sent an acknowledgement of our having received this Academic Standing Report Form.

Student Attendance

The student absents himself from class on his own responsibility. Each instructor sets the attendance policy for his courses, and is responsible for announcing at the beginning of each semester this policy to the students. No excuse for absence will exempt the student from satisfactorily completing all of his work for each course. The student shall assume the responsibility for requesting assistance from instructors for making up work which has been missed.

Instructors are urged to note absence or tardiness to class carefully and contact the appropriate Associate Dean of Students whenever they question excessive absences or tardiness. These situations will be investigated as soon as possible and a report made to the faculty member. Absence and tardiness are symptoms, which, if reported in time to counselors, can enable help to be obtained for students.

Audit

A student who wishes to audit a course for an audit grade "U" , must obtain the approval of the instructor involved. He must also follow the procedure of registering and paying all fees, adding the course during the add/drop period, to assure receiving a "U" grade at the end of the semester.

Provisions for Those 60 Years or Older

Basis of Provisions: The following guidelines are required by a memorandum to Presidents from the Chancellor's Office dated June 24, 1974:

1. Audit and Space Available definition - these credit-free terms do not include science laboratory courses or studio music or art courses or any other course where "audit/space available" would constitute participation unless special permission is obtained from the instructor. Implementation of this provision shall, in no instance, deny course attendance to fee-paying individuals otherwise qualified.

2. Identification of Space Available Courses - at least two weeks prior to the beginning of each semester, courses with ten openings or more will be listed and published. Class attendance for auditors shall commence on the first day of classes.

3. Instructor's Permission - "audit/space available" enrollment in courses where restrictive prerequisites or other conditions would seem to preclude senior citizens shall require permission of the instructor.

4. Orientation of Instructors - a copy of the New York State legislation and a copy of the "Memorandum to Presidents" (June 24, 1974) will be sent to each dean who will inform their faculty of these guidelines.

5. Advisement - counselors within the Faculty of General and Continuing Education and admission counselors will be available for advisement of senior citizens.

6. Registration - no formal registration cards or fees will be necessary. A modified non-credit registration form will be utilized for senior citizens.

7. Recording - a simple personal, educational and occupations information and course interest form will be filled out and an audit identification card issued.

8. Auditing Rules and Regulations - no academic requirements or grades will be required.

9. College Privileges - possession of an audit identification card will permit library use and borrowing and entrance to cultural events normally open to the public.

10. Parking - auditing senior citizens will be given free parking permits upon evidence of their auto registration and audit identification card.

11. Publicity - course information will be released through the Clinton County Office for the Aging, American Association of Retired Persons (AARP), Retired Senior Volunteer Programs (RSVP), Senior Citizen or Golden Age Clubs and area news media.

12. The "College/Community Liaison Person" - will be available to answer audit/space available inquiries, to process audit information sheets, to issue audit identification cards and to work with college and community groups in the development of an ongoing "Center for the Development of Programs for Older Persons". This person will be assigned to the Office of General and Continuing Education.

New/Revised Course Approval

Each Faculty determines the appropriate procedure for the initiation or revision of a course.

Course Descriptions

Copies of outlines for courses, approved, new and revised, must be on file in the Office of the Vice President for Academic Affairs.

Course Changes - See College Catalog/Graduate Bulletin

Courses Taken at Other Institutions

An undergraduate student may earn credits toward graduation by attending another institution either during the summer session or during the regular academic year. Students attending such other institutions must receive prior approval of the Dean of the Faculty in which the student is enrolled before repeating or taking new course work. Credit for these courses will not be considered transferred until an official transcript is received by the Registrar at Plattsburgh. Courses completed with a "D" grade or better will be accepted for transfer credit unless a grade of better than "D" is required in that course in order to maintain satisfactory progress in a specific curriculum. Those grades earned in special courses or special programs taught at other institutions by Plattsburgh faculty or faculty hired by Plattsburgh will be computed into the student's grade point average at Plattsburgh. No other transferred grades shall be used in computing the student's grade point average at this college.

Evening and Off-Campus Programs

Each semester the College offers both a graduate and undergraduate program for the benefit of in-service teachers and working adults. In general, the program serves the following geographic areas: Clinton, Essex, Warren and Washington Counties, eastern and southern Franklin County and northern Saratoga County. Extension courses are held regularly at Plattsburgh and Hudson Falls, and occasionally in other communities in the several areas. The College will also, if possible, serve such groups on request as personnel in hospitals and state institutions. The College also is developing and operating a resident center at the Plattsburgh Air Force Base.

Conferences, Meetings & Non-Credit Programs

All educational conferences, meetings and non-credit offerings open to the public must be approved by the Office of General and Continuing Education prior to making firm arrangements for the program.

General Degree Requirements - See College Catalog/Graduate Bulletin

Faculty Advisors

Each student is assigned an advisor, approved by the Dean, whose main function is to assist the student plan each semester's schedule according to the published requirements of the student's declared program. The faculty advisor is usually from the student's major field of study. Undeclared majors are assigned to faculty advisors.

All faculty members are responsible for advising students in their classes in regard to scholastic problems, study skills and procedures. Faculty members are expected to confer with each of their students who receive unsatisfactory grades.

Faculty members should be familiar with campus resources available to students (study skills program, developmental courses, counseling, career planning and placement) and to refer students to these services when it seems appropriate.

Problems and suggestions concerning the advisement program should be directed to the Coordinator of Academic Advisement (See page 33).

Double Majors

It should be understood that neither major may be merely a collection of courses totalling 30-36 hours, but both must be completed major sequences approved by the departments concerned. A student pursuing a double major must have an advisor from both departments or programs. Students selecting a double major should use the current Change of Major/Advisor form and see the Coordinator of Academic Advisement (Room 313 Kehoe) prior to processing the form.

Students who wish to have double majors noted on the transcript must take the responsibility of indicating the fact in applying for graduation.

Independent Study

The College offers opportunities for resident independent study to students who desire to pursue areas of special interest by individual study.

Students wishing to attempt an independent study must complete an "Independent Study Application" form which serves as a contract between the student and the sponsoring faculty member. All applications are reviewed and must be approved by the Dean of the Faculty in which the study is undertaken. All studies must be completed in one calendar year from initiation date. Without special extension granted by the Dean of the Faculty, a grade must be rendered at that point for work completed.

Students are encouraged to register for independent study at preregistration. No registration for independent study will be accepted after the second calendar week following the beginning of the Fall and Spring semesters. No registration for independent study during the summer session will be accepted after the first week of classes. Students may take no more than 18 hours, including independent study without the permission of the Dean of the Faculty responsible for their curriculum.

Credit for Military Educational Experiences

The College is authorized to grant academic credit for appropriate military educational experiences of students whoch were acquired from in-service trainin programs. Academic credit for such educational experiences should be determined largely by the recommendations prepared by the Commission on Accreditation of Service Experiences of the American Council on Education as set forth in their most recent publication, "A Guide to the Evaluation of Educational Experiences in the Armed Services". (1968 edition or any subsequent revisions)

Maximum Hours of Credit - See College Catalog/Graduate Bulletin

Graduate Policies - See Graduate Bulletin.

Guidelines for Graduate Assistants/Fellows

Graduate assistants/fellows will be designated either as teaching or research assistants/fellows. They will be supervised by a faculty member. In the former capacity, their tasks may include lecturing, leading discussion groups, tutoring, proctoring and grading exams, reviewing book reports or other written assignments, and other activities related to the teaching of specific courses such as bibliographical works, gathering materials for lectures, etc. In the latter capacity, they will be involved primarily with research. Menial or clerical tasks will not be assigned as a major responsibility.

The graduate assistantship is distinguished from a graduate fellowship in that the fellowship is not considered to be in payment for services rendered, but is an integral part of an academic program. The assistantship is payment for services.

The graduate fellowship stipend is not intended to reflect payment for services rendered but rather a gift in furtherance of the recipient's education. The holding of such an appointment may be an integral part of a degree program. While decision concerning the status of these fellowships insofar as the Internal Revenue laws are concerned can only be made by the appropriate District Taxation Office, information indicates that these fellowships are exempt from income tax up to a maximum of $300 per month.

It is expected that the graduate assistant/fellow can complete assigned responsibilities in fifteen hours of work per week.

The period of appointment for graduate assistants/fellows is for the academic year. For period less than this the period will be specified in the appointment letter. Stipend for such period will be prorated in accordance with the current annual rate.

Honors Program

The following are the policies at the State University of New York at Plattsburgh for All College Guidelines for Departmental and/or Faculty Honors Programs:

1. Departmental or Faculty Honors involves an organized program of scholarship, usually encompassing the two academic semesters of the Senior year, and including:
    a. demonstrable research and/or creative endeavor;
    b. comprehensive knowledge...to be determined and tested by the appropriate academic department(s) or Faculty(ies).
2. To be eligible for admission to a Departmental or Faculty Honors Program, the student shall have achieved a 3.0 minimum grade point average in his major and a 2.5 cumulative grade point average.
3. Opportunity shall be available for capable students to meet

individual needs for interdisciplinary study through inter-departmental or inter-faculty Honors Programs. Guidance of such programs shall be provided by members of the appropriate Faculty(ies).

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3. Opportunity shall be available for capable students to meet individual needs for interdisciplinary study through inter-departmental or inter-faculty Honors Programs. Guidance of such programs shall be provided by members of the appropriate Faculty (ies).

4. Between the student's admission to the Departmental or Faculty Honors Program and his receiving such honors, the Department or Faculty shall periodically evaluate the student's work. Evaluation will include examination of the student's honor work, his overall academic performance and any other factors considered pertinent to the case. Such evaluation will be done by a special Honors Committee appointed by the department(s) concerned with the particular Honors Program.

5. To be awarded departmental, faculty or inter-faculty honors, the student shall have satisfied these requirements:

   a. completed requirements for the Baccalaureate degree as specified by his individual Honors Committee, and approved by the appropriate Faculty(ies).
   b. achieved a minimum grade point average of 3.4 in his major, and a 2.75 grade point average in all other work;
   c. successfully completed the agreed upon honors projects and all examinations pertaining to the Honors Program.

6. Final evaluation of the student's honors work must be completed in sufficient time before commencement in order that the Registrar may appropriately list the awarding of Departmental, Faculty or inter-Faculty Honors.

Honors List

At the end of each semester there will be issued a list of students who have done outstanding work during that semester. It will be based on academic standings of 3.5 or higher.

Senior Honors

Commencement honors are based on student averages earned during the four year courses. Special recognition of superior scholastic achievement is given with the designation "summa cum laude", magna cum laude" and "cum laude".

Student Participation in Commencement

No student shall participate in a commencement ceremony as a graduating student or a degree candidate who has not as of the date of such commencement ceremony fulfilled all College and University requirements for the degree for which he has theretofore been a candidate.

Grading System

See College Catalog/Graduate Bulletin.

Withdrawal Policy

The following policy becomes effective September, 1975.

> A student, upon submitting the appropriate withdrawal form to his or her advisor and to his or her instructor shall be allowed to withdraw from any class up until the midpoint of the semester (date to be published in the College Calendar); or in the case of courses that are less than a full semester in length, the midpoint of the course (date to be listed in the Master Schedule of Courses).
>
> 1. The symbol "W" shall be placed on the student's transcript but will not carry course credits or honors points towards graduation.
>
> 2. Each full time undergraduate student shall complete a minimum of twelve (12) course credit hours per semester, and at least twenty-four course credit hours per two (2) consecutive semesters of enrollment.
>
> 3. In order to be valid, the form must be received in the Registrar's Office on or before the published date.
>
> 4. Students processing forms after the published date and/or desiring to withdraw from a course after the end of the withdrawal period specified above must receive the prior written approval of the Chairman of the Department in which the course is taught. It is understood that such approvals will normally be granted in the case of exceptional circumstances such as extended illness or circumstances nominally beyond the control of the student.
>
> 5. Students withdrawing from the College prior to the last ten calendar days of the semester, shall automatically receive a grade of "W" in each class. After this time, students shall receive any grade submitted by an instructor.

All faculty are urged to counsel with students prior to the midpoint of their courses so that students can make informed decisions about the advantages and disadvantages of withdrawal.

All students, but particularly those who are uncertain about their standing in a course, should be encouraged to request an assessment from their instructor prior to the midpoint of the course. Course midpoint dates will be published by the Registrar.

Academic Progress, Probation/Dismissal

See College Catalog/Graduate Bulletin.

Procedures for Establishment or Revision of a Graduate Program

I. Initiation of a Program

An idea for a new program may arise from various sources: A department may determine that a new program would be appropriate and would likely attract students, and so would begin planning; a Dean might see a need and begin or encourage development of a program to meet that need; a Dean and chairman might begin work on an interdisciplinary program; or other ways. However work is begun, the Dean or Deans who would supervise the program should be informed quite early in the process. The Dean(s) should then:

A. identify, in writing, the origin of the proposal and sketch out the plans being made;

B. review the proposal himself;

C. see that consultation takes place with all interested departments, Faculties, and faculty members--this could include the Senate Committee, as in the case of an umbrella program like the M.A. (L.S.);

D. obtain endorsements of the idea (tentative approval) by the groups and individuals consulted;

E. present the endorsed initial proposal, along with a record of consultations and endorsements, to the Executive Dean for Graduate Studies, and;

F. request that a Letter of Intent be sent to SUNY Central Office.

II. Local Approval of a Proposal

Step 1--if the response to the Letter of Intent is favorable, then substantive structural program planning should take place, in a fashion that insures that all interested parties have meaningful input into the process. The final proposal must be approved by the department(s) which will have primary responsibility for certifying the graduates of the program, and, subsequently, by the Faculty(ies) in which the department(s) is (are) located. Approval procedures are determined by the units concerned.

NOTE--It is the responsibility of the Dean(s) to see that consideration of the proposal takes place with all deliberate speed. There should be an appeals route from a department, individuals, or a Dean to the Executive Dean of Graduate Studies, so that if review and action is being delayed, the Executive Dean may (1) require a response from dilatory personnel, or (2) refer the whole question to the Faculty Senate, along with the proposal and such recommendations as may be available to him. The Senate would then (1) act on the recommendations directly or, more likely, (2) refer the matter to an appropriate Senate committee for review and a recommendation.

Step 2--Faculty Senate--An approved proposal should be sent, by the appropriate Dean(s), to the Executive Committee of the Faculty Senate, which will refer the proposal to the Standing Committee on Graduate Studies. This committee will seek a judgment from the Standing Committee on Budget and Resources on the budgetary implications of the proposed program and subsequently make a recommendation to the Faculty Senate. Action of the Senate on the recommendation will be forwarded to the President.

Step 3--President--Given the action of the Faculty Senate and such other information and consultation as he wishes, the President decides whether to seek implementation of the program or not. If he decides in the affirmative, it is his responsibility to see that an appropriate external evaluation of the proposed program is carried out. After this, the proposal as evaluated is sent to SUNY Central Office for consideration.

III. Revision of an Existing Program

Essentially the same steps should be followed, except that, of course, the Letter of Intent procedure is not necessary. Also, the external evaluation of extensively-revised programs, while perhaps not necessary, is encouraged.

Student Grievance Procedures

When a student feels that an unsatisfactory solution has been offered for a problem, all administrative procedures should be exhausted. For example, if it is felt that an unfair evaluation in regard to a grade has been made, the instructor involved should be consulted first, next the department chairman and then the Academic Dean. In the event all administrative procedures for resolving a grievance fail, the student should follow prescribed departmental grievance procedures. Such procedures are on file in the offices of the Vice President for Academic Affairs, Dean and Chairman of the Department.

Research

Information concerning the rules and regulations of the Research Foundation of the State University of New York and assistance in locating grant opportunities and preparing proposals may be obtained from Dr. Harold J. Perkins, Room 301, Kehoe Administration Building.

Academic Services

Instructional Resources (Yokum Communications/Lecture Hall - 564-2111)

The Instructional Resources Center is charged with promoting instructional research and development, providing instructional facilities, equipment and materials, designing instructional systems, and supporting the teaching, research, and public service programs of the College.

Specifically, IR seeks to serve faculty and students in the following ways:

Instructional Research. IR offers assistance in designing instructional research and planning instructional data systems in conjunction with other campus agencies. Media equipment is furnished for research projects.

Design of Instruction. The staff collaborates with faculty members in solving instructional problems, designing learning environments to meet the special needs of students, planning evaluation, selecting effective media and instructional strategies, and increasing cost-effectiveness. Recommendations are based on recent findings in the psychology of learning and teaching and on established practice in other institutions of higher education.

Mediated Instruction. The Communications Lecture Hall contains several learning areas in which mediated instruction occurs. The five large halls offer front and rear screen projection and audio systems for virtually any type of presentation. Four smaller classrooms are similarly equipped. The Learning Laboratory provides numerous carrels in which students and faculty may view or hear materials available from a growing collection. A self-instruction area offers training in the operation of common types of audio-visual equipment.

From the Communications Lecture Hall a television network links all buildings on campus, including dormitories. IR maintains a collection of video tapes, and additional programs may be requested from a number of sources. A moderate amount of local television production is also undertaken in IR's studios.

IR maintains small collections of films, filmstrips, slides, records, audio tapes and transparency masters for faculty use. Such materials may also be requested from outside sources; catalogs are available for locating specific items.

Instructional materials may be produced on campus; the staff will help prepare graphics, slides, motion pictures, audio tapes, and multi-media presentations. A self-service area is available for instructors to produce some types of materials unassisted.

AV Equipment. IR delivers and retrieves commonly-used classroom media equipment. IR staff members will help familiarize faculty with equipment and offer suggestions for minimizing problems in its use. To meet special needs, semester loans of equipment are sometimes made. Complex media systems often require expert engineering advice. Members of the staff are qualified to provide this type of assistance.

IR equipment is serviced and repaired by the maintenance staff.

Evaluation. Sound instructional decisions depend on good data. IR can assist in designing systems for processing evaluation data, including test and measurement instrumentation.

Consultation. IR provides workshops, class sessions, and individual consultation with faculty and students interested in media utilization, instructional design, electronic systems, multimedia presentation, graphics, photography, cinematography, and related topics.

Library

Feinberg Library is an integral part of the College's instructional program, providing both materials and bibliographic expertise in support of the educational process and the pursuit of intellectual excellence.

There is a well-qualified group of professional librarians of academic rank responsible for acquiring, organizing, classifying and controlling the flow of knowledge from a wide variety of bibliographic resources to the academic community.

State and regional cooperative arrangements make the vast bibliographical resources of New York State available.

The Director of the Library welcomes the opportunity to meet individual faculty members to explore and discuss ways in which librarians can cooperate in college aims and individual course objectives.

The Building

The Library is on Beekman Street, directly across from Hawkins Hall. A handsome new building, now under construction (adjacent to the College Center) is slated for completion in the Fall of '76. Because of overcrowding in the present building, the Library has been forced to move some material to other buildings on campus. The New York Historical Collection is temporarily quartered in Hawkins Hall, as are Government Documents and Periodicals Storage. There is daily delivery of documents and periodicals which are requested.

The Holdings

Books, Periodicals, Microforms. The book collection consists of approximately 251,000 volumes. In addition there are more than 13,200 monograph titles in microform. The number of periodical subscriptions is 2280.

Special materials include the Library of American Civilization, Envirofiche, and ERIC documents. These microform collections, along with other microform holdings are housed on the main floor with appropriate microfilm, microfiche, and microcard reading machines.

The New York Collection. This is a special collection. Books, manuscripts, maps, North Country newspapers on microfilm, photographs and prints, pamphlets, and clippings relating particularly to the North Country and New York State, are housed in Hawkins Hall. Hours are posted at the Library entrance.

Government Documents. The Library has been a selective Federal depository since 1967. Federal, New York State and Canadian documents are housed in Hawkins 127. The indexes and reference assistance are available thru the Reference Desk at Feinberg.

Records. The Library has a collection of over 3,500 musical and spoken records - classical, popular, and folk music; plus plays, language records, speeches, etc., available for one-week loan.

Reference Service

Reference Librarians will assist you in finding information needed for courses or research and also offer the following specific services:

1. Instruction in Library Use. You may schedule one or more class periods in the Library at which time a reference librarian will meet with the class and provide general, basic information on library arrangement, use of appropriate indexes, L.C. classification, subject card catalog, etc. For advanced subject courses, instruction is planned at any level recommended by the faculty member. At the Reference Desk itself, immediate library research problems are handled on the spot. The Reference Desk is staffed 9-5, 6-9:30 Mon.-Thurs.; 9-5 Fri.; 1-5 Sat.; 1-5, 6-9:30 Sun.

2. Self-Instruction. Cassettes are available at the Reference Desk for use with a portable tape recorder equipped with an earpiece. Each cassette consists of a 15-minute unit of instruction on the use of some specific source of printed information such as ERIC documents, Psychological Abstracts, Card Catalog, Monthly Catalog of Government Publications, etc.

3. Library Research Guides are prepared for class distribution at the request of a faculty member. These can be general or very specific and include: a selective bibliography of books available on the subject in the library, a list of additional subject headings under which relevant material can be located, bibliographies or other reference works in the field, and indexes and abstracts. Samples of library research guides are available on a table near the Reference Desk. A supply of handouts is kept.

4. Inter-library Loans. Request forms are available at the Reference Desk. In the last ten years, New York State has pioneered in establishing a cooperative network of libraries linked by teletype. These programs greatly increase the speed and range of borrowing privileges, but in order to make use of them the borrower must supply precise, very full descriptions of the material wanted, plus, for periodicals, verification in a standard index or abstract.

Because of the lenient loan policy of the New York State Library at Albany, undergraduate requests ("any serious student"), will be accepted. However, this privilege to undergraduates applies only within New York State. Faculty requests will be submitted to any possible source.

Reserve Room

Those books, or other library materials, which are assigned for reading by many students during a short time should be placed on closed reserve in the Reserve Room.

A Reserve Room form is available for submission of a list. An assignment should not be made until the form is checked by the Library, which is usually within one day. The Reserve Room list should include the following information: instructor's name, course name and number, number of students in class, length of time to be on reserve, circulation restrictions, full author and title information for each book, or complete description of other material, and type of reserve desired (1 hour, overnight, 3 day, one week). Heavily-used copies of textbooks available in the Library will be put on Reserve.

Faculty Recommendations

The Library welcomes faculty knowledge and perspective in recommending titles and urges that each department accept a share of the responsibility for: recommending new titles in the field, reviewing status of the present collection and pointing out shortcomings (with due consideration for the budget), and pinpointing items which might be discarded.

Book order cards are available at the Library. When the book actually is received, the order slip in the public card catalog is stamped with the date received, and the book may circulate. When the book is cataloged and ready for the shelves, the book order card is returned to you with the call number indicated.

Faculty Carrels

A few faculty carrels are available and these are generally assigned on a semester basis to faculty engaged in specific research. Requests for carrels should be submitted to the Director.

Receiving Current Scholarly Publications

On request of faculty members, the Library will send a photostat of the contents page of current scholarly journals (up to five) as they are received. A complete listing of subscriptions is sent to each faculty member.

Library Cards

All new faculty members are requested to come to the Library to fill out an application for a machine charge card. Faculty spouses may apply for a courtesy card.

Book loans to faculty are for one month and are renewable, unless requested by someone else. All library materials must be returned by the end of the semester.

Library Bill of Rights

The Council of the American Library Association reaffirms its belief in the following basic policies which should govern the services of all libraries.

1. As a responsibility of library service, books and other library materials selected should be chosen for values of interest, information and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.

2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.

3. Censorship should be challenged by libraries in the maintenance of their responsibility to provide public information and enlightenment.

4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. The rights of an individual to the use of a library should not be denied or abridged because of his age, race, religion, national origins or social or political views.

6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful and cultural activities and discussion of current public questions. Such meeting places should be available on equal terms to all groups in the community regardless of the beliefs and affiliations of their members, provided that the meetings be open to the public.

   Note: (The spirit and intent of this resolution was accepted with the following understanding: (1) In determining priorities, preference must be given to faculty and students who participate in the College programs; and (2) facilities will be made available to those who are not students or faculty only within the limits of policies and resources established by the State of New York for this purpose). President 3/10/74.

Coordinator of Academic Advisement

The program of academic advisement is the responsibility of the Vice President for Academic Affairs. He is assisted by the Coordinator of Academic Advisement whose functions include the maintenance of approved program requirements, course descriptions, advisee/advisor lists; the coordination of all testing programs, local, State and national; assistance in student placement in appropriate programs and courses; organization and direction of orientation programs for faculty advisors and student advisees; preparation of advisor's handbook and provision of materials for faculty and students to assist in advisement.

The office of the Coordinator of Advisement (Thomas Corigliano) is located in room 313, Kehoe Administration Building. (Faculty advisors - see p. 21.)

Counseling Services

The Office of Counseling Services is located on the fourth floor of the Kehoe Administration Building (ext. 2073) with a satellite office in Banks Hall. Full-time professional counselors are available in both locations to assist students in resolving problems that might be of a personal, educational and/or vocational nature. This assistance may be given through individual and/or group counseling, out-reach programming, or indirectly through consultation with faculty, administration and/or residence hall staff.

Other services which Counseling provides are:

- Study Skills
- Testing and test interpretation
- Transfer
  Graduate School Information
  Career
- Undergraduate and graduate catalog library
- Leaves of absence and withdrawal from college

It is an objective of the Counseling Center to provide an atmosphere in which students can become more aware of themselves and can learn how to become more effective and independent in the development and pursuit of their personal goals.

It is the hope of the Counseling Staff that faculty members will be alert to symptoms of difficulty which may impede an individual's personal and/or academic success in college and will consult with a counselor to determine what might be the best course of action to take with the student.

Students, whom faculty feel may be in need of psychiatric assistance, should first be referred to the Counseling Services. A referral system exists between Counseling and the College Health Services to allow for movement both ways of students who require the services of the other area.

Career Placement and Planning

The Office of Career Planning and Placement Services assists and encourages each Plattsburgh graduate to seek placement in a position or graduate school for which he is best suited. Records are maintained to help graduates secure initial positions and to advance in their profession as they gain experience.

Undergraduate students are encouraged to discuss career objectives and the employment market with the Placement staff.

The Placement Office further serves the candidate by listing vacancies, by providing opportunities for interviews with prospective employers, by nominating qualified undergraduates and alumni for positions in which they may grow and progress, and by providing interview training sessions.

Career choice for many students can be a long and complex decision-making process. Often a counselor can help the student to make a thorough self-appraisal of his interests, abilities, aptitudes and personality traits.

In addition to interpreting test data as it related to career choice, the counselor can help to identify community resources and select appropriate occupational literature for the student to explore and evaluate during the decision-making process. A further step in the career-choice process is to consider the current job market and occupational trends. For this reason counselors work closely with and refer students to the staff of the Career Planning and Placement Office. After a student has explored all areas, the counselor can help him to synthesize the information, compare it to his interests, abilities and goals, and to utilize the information in making an appropriate career choice.

State University campuses and the State University of New York have traditionally maintained that students shall have the opportunity of receiving placement counseling by recruiters representing public and private employers. Further, it has been and is the University position that a place shall be provided recruiters complying with appropriate application procedures and who are equal opportunity employers.

III
PERSONNEL POLICIES AND PRACTICES

Faculty Code of Ethics

WHEREAS the State University College of Arts and Science at Plattsburgh in its rights, reponsibilities and needs is no different in principle from other Colleges of Liberal Arts in the broad academic community; and

WHEREAS unlike the professions of law and medicine whose associations act to assure the integrity of members engaged in private practice, in the academic profession it is the individual institution of higher learning that must provide this assurance by handling questions concerning propriety of conduct within its own framework by reference to appropriate faculty groups; and

WHEREAS the Bylaws of this College provide for such faculty groups in the form of Faculty Affairs Committees each composed of elected members from the various Academic Units as well as a Senate All-College Faculty Affairs Committee; and

WHEREAS Title D of the Policies of the Board of Trustees (1967) in providing for fair procedures in the disposition of extreme cases recognizes the principle of Due Process in the handling of all grievances including questions of ethical propriety; and

WHEREAS Title H of the Policies of the Board of Trustees (1967) provides the broad philosophical basis for developing a responsible statement of ethical obligation for the academic profession in its definition of SUNY's commitment to academic freedom, to wit: "It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, teaching and research. In the exercise of this freedom the faculty member may, without limitation, discuss his own subject in the classroom; he may not, however, claim as his right the privilege of discussing in his classroom controversial matter which has no relation to his subject. In his role as citizen, the faculty member has the same freedoms as other citizens. However, in his extramural utterances he has an obligation to indicate that he is not an institutional spokesman; and

WHEREAS the State University College of Arts & Science at Plattsburgh has no statement of ideals setting forth general standards by which we are reminded of the variety of obligations we assume as members of the academic profession; therefore

BE IT RESOLVED as consistent with both the spirit and substance of the State University of New York's commitment to Academic Due Process and Academic Freedom

(a) that all members of the Faculty of State University College of Arts & Science at Plattsburgh pledge their support to the principles underlying the following Statement of Professional

Ethics*, and

(b) that the various Faculty Affairs Committees of this college look to the statement as the basic framework within which to counsel colleagues in the faculty or administration concerning questions of ethical propriety:

Statement on Professional Ethics*

I. The professor, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognizes the special responsibilities placed upon him. His primary responsibility to his subject is to seek and to state the truth as he sees it. To this end he devotes his energies to developing and improving his scholarly competence. He accepts the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge. He practices intellectual honesty. Although he may follow subsidiary interests, these interests must never seriously hamper or compromise his freedom of inquiry.

II. As a teacher, the professor encourages the free pursuit of learning in his students. He holds before them the best scholarly standards of his discipline. He deomonstrates respect for the student as an individual, and adheres to his proper role as intellectual guide and counselor. He makes every reasonable effort to foster honest academic conduct and to assure that his evaluation of students reflects their true merit. He respects the confidential nature of the relationship between professor and student. He avoids any exploitation of students for his private advantage and acknowledges significant assistance from them. He protects their academic freedom.

III. As a colleague, the professor has obligations that derive from common membership in the community of scholars. He respects and defends the free inquiry of his associates. In the exchange of criticism and ideas he shows due respect for the opinions of others. He acknowledges his academic debts and strives to be objective in his professional judgment of colleagues. He accepts his share of faculty responsibilities for the governance of his institution.

IV. As a member of his institution, the professor seeks above all to be an effective teacher and scholar. Although he observes the stated regulations of the institution, provided they do not contravene academic freedom, he maintains his right to criticize and seek revision. He determines the amount and character of the work he does outside his institution with due regard to his paramount responsibilities within it. When considering the interruption or termination of his services, he recognizes the effect of his decision upon the program of the institution and gives due notice of his intentions.

V. As a member of his community, the professor has the rights and obligations of any citizen. He measures the urgency of these obligations in the light of his responsibilities to his subject, to his students, to his profession and to his institution. When he speaks or acts as a private person he avoi

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*Adopted by Fifty-Second Annual Meeting of the American Association of Universit
Professors as a statement of Association Policy.

creating the impression that he speaks or acts for his college or university. As a citizen engaged in a profession that depends upon freedom for its health and integrity, the professor has a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

Personnel Policies for Faculty

See SUNY's Policies of the Board of Trustees for academic ranks, appointments, promotions, tenure, leave of absence, etc.

Faculty Evaluation

Copies of the procedures for the evaluation of Faculty are on file in the offices of the Vice President for Academic Affairs, the appropriate Dean and Department Chairmen.

It is the responsibility of each academic department to specify in writing those types of evidence which will be collected systematically relative to the extent to which each member of its faculty is meeting the five criteria outlined in the Trustees' Policies, page 13. Due Process: 1) Each department is held responsible for establishing examples of the evidence that will be collected and upon which judgments will be made as to the extent to which a candidate will be judged for purposes of appointment, reappointment, promotion and merit salary increases; and 2) the individual or committee responsible for collecting information and setting the process whereby the evidence will be evaluated and recommendations will be made by the entire department to the dean.

It shall also be the responsibility of the department to prepare a document stating the precise manner in which the department shall use these data in making its recommendations to the dean relative to additional term appointments, continuing appointments, promotions in rank and merit salary increases. This means that each department shall keep on file a written statement as to (a) the specific qualifications which must be achieved by a faculty member on term appointment in order to be recommended for continuing appointment; (b) those qualifications which must be met for promotion to each of the three professorial ranks; and (c) the relative consideration which will be given to the five criteria for merit salary increases. It shall be the responsibility of the department to inform new faculty members during the first month on campus relative to the matters described above so that there will be no doubt in their minds as to how they may achieve future appointments and promotions.

The steps in achieving promotions are as follows: (1) the recommendation must originate in the department and be forwarded to the dean with the support of the departmental chairman; (2) the dean, after consultation with departmental chairmen, forwards the list of recommendations for total academic faculty to the Vice President for Academic Affairs; (3) the President makes the final decisions unless he delegates such responsibility to the Vice President for Academic Affairs.

The establishment of criteria for faculty evaluation is a department matter subject to the review but not approval of the dean. Departmental evaluation procedures must have the approval of the appropriate academic dean.

NOTE: The Faculty Affairs Committee of each academic unit, in accordance with the Faculty Bylaws, also makes recommendations relative to promotion.

Faculty Salaries

Faculty salaries will be made available, upon request, as follows:

1. The salary of any member of a department will be made available to the chairman of that department upon the request of the chairman.
2. The salary of any member of a department will be made available to the evaluating committee of that department (where one exists) upon the request of that committee.
3. The salary of any member of an academic unit (as defined in the Faculty Bylaws) will be made available to and upon the request of any other member of that academic unit.
4. The salary of any Faculty member will be made available to a Faculty Affairs Committee of any of the academic units (as defined in the Faculty Bylaws) upon the request of that committee.

Affirmative Action Policy Regarding Employment Practices

It is the policy of State University of New York to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive, continuing program for the University as a whole and for each constituent unit.

Policy adopted by College Council, SUC, Plattsburgh on 11-17-71.

> "Resolved that the statement entitled 'Equal Employment Opportunity in State University College of Arts and Science, Plattsburgh, New York' as set forth below, be, and hereby is, adopted as the policy of State University College at Plattsburgh on equal opportunity; and the President, or his designee, be, and hereby is, authorized and directed to take all steps necessary and proper to promulgate and implement said policy:

EQUAL EMPLOYMENT OPPORTUNITY IN
STATE UNIVERSITY COLLEGE OF ARTS AND SCIENCE
Plattsburgh, New York

State University College of Arts and Science, Plattsburgh, New York, in recognition of its educational mission, its social concern, its responsibility for the personal development of individuals, and its concern for the rights of the individual, does hereby express and establish this University Policy of Equal Employment Opportunity.

It is the policy of this College to provide equal opportunity in employment for all qualified persons; to prohibit discrimination in employment; and to promote the full realization of equal employment opportunity through a positive continuing program for the campus as a whole and for each constituent unit of the campus.

This policy of equal employment opportunity:

1. Applies to all persons without regard to race, creed, color, national origin, age or sex, except where sex is a bonafide occupational qualification.

2. Applies equally to all job classifications and titles and to all types of appointments under the College's jurisdiction, whether full-time or part-time.

3. Governs all campus employment policies, practices and actions including but not necessarily limited to: recruitment, employment, rate of pay or other compensation, advancement, upgrading, promotion, demotion, renewal, non-renewal, termination, transfer, layoff, leave, training and employee benefits of whatever nature.

4. Applies equally to all of the College's organizational units.

5. Expects each contractor, supplier, union, public agency or other cooperative agent to support this policy by complying with all applicable state and Federal equal employment opportunity laws and regulations.

Full, immediate and continuing realization of this policy is to be undertaken by:

1. Developing Affirmative Action Programs which will: detail actions designed to realize the University's commitment to equal employment patterns within the campus; set forth plans to rectify any deficiencies; identify and remove impediments to equal employment opportunity; establish goals and timetables for affirmative action; provide for the internal and external dissemination of University and campus policy; pursue the commitment to equal employment opportunity throughout the institution; and provide for the review, assessment, evaluation, and improvement of affirmative action programs.

2. Committing staff and support necessary to make effective and equal employment policies and programs of the College. Campus liaison and leadership shall be effected through a member of the President's staff. The liaison and leadership function will embrace such activities as: developing policy statements and Affirmative Action Programs; developing internal and external communication techniques; assisting in the identification of problem areas and establishment of goals and objectives; assisting campus administration; internally assessing compliance; providing liaison with the University, enforcement agencies, minority organizations and community action groups; designing and implementing audit and reporting systems required for effective monitoring and operation of affirmative action programs.

In support of this policy, the College affirms its right to take appropriate action if it or other duly constituted authority should determine that applicable Federal and state equal employment opportunity laws and regulations have been violated, or that the effect and intent of this policy have been willfully or habitually abrogated.

Grievance Procedures - See UUP Agreement, Article 7.

Summer Session Employment

Following are the policies and procedures governing the selection of faculty members for summer session appointments:

> The policies and procedures result from several considerations. Most important is the purpose of the College to serve the schools and taxpayers of the State of New York by offering within its financial limits the finest possible program for the improvement of teachers and prospective teachers who study on our campus during the summer session; also important is the consideration of the welfare of faculty members who need and wish summer appointment. A third important purpose is that of public relations which build summer session enrollments and make available to students a more comprehensive program of studies. Finally, consideration must be given to the fact that Plattsburgh's future in terms of offering graduate work during the regular academic year is affected vitally by the quality of graduate programs we develop in our summer sessions:

STEP I The Director of Summer Session in conjunction with the Vice President for Academic Affairs and Deans will organize the program of courses and special workshops to be offered during the coming summer. This program will be based primarily on the needs of potential students.

STEP II In consultation with the Director of Summer Session, the Deans will recommend to the Vice President for Academic Affairs summer session faculty. Important factors of competence to be considered in selecting faculty are:

A. (1) Quality of classroom teaching
   (2) Teaching experience in terms of the specific courses to be taught
   (3) Formal preparation for college teaching, including advanced degrees
   (4) Capacity to perform necessary services to the college other than classroom teaching.

B. When competencies of instructors are considered equal, then the number of previous summer session appointments at Plattsburgh will be considered.

A limited number of visiting staff members will be appointed each summer with the following considerations being made:

A. The number of outside staff members appointed shall be held to a minimum in order that a maximum number of regular staff members may be given the opportunity for summer assignments.

B. Visiting staff members shall be selected on the basis of their ability to broaden the instructional program which our graduate students had during their four years of undergraduate study.

C. When possible, visiting professors shall be well-known in order that their presence on campus may add to the prestige of the program.

D. Whenever possible, the Vice President for Academic Affairs and the Dean shall arrange for an equitable exchange of professors, so that visitors to this campus in turn create for our regular staff members summer positions on other campuses.

STEP IV Final approval by the Vice President for Academic Affairs who will write the letter of appointment.

Summer Session Salaries

Resident faculty members of the College who are employed for summer session shall be paid at a rate established by the Policies of the State University of New York Board of Trustees.

Maintenance of Order on Campus - See Appendix

Faculty Meetings

Official business of the faculty is carried on in accordance with faculty bylaws and by designated Senate committees and administrative offices. From time to time the President calls informal meetings in order to hold open discussions on current problems and issues.

Service and Absence

State University teaching faculty are employed on a ten-month basis, from September 1 through June 30, regardless of salary mode and are defined as academic year employees pursuant to Article 13 - Title B of the Trustees Policies:

"1. Academic Year Employees. No vacation leave shall be granted to any academic year employee in addition to the time during which he is permitted to be absent in any calendar year by reason of the terms of his annual professional obligation. No such employee shall accrue credits for vacation leave."

Therefore, every faculty member is expected to be available by contract from September 1 through June 30. If for any reason a faculty member must be off campus during any period other than specific holidays and weekends, permission must be obtained from the Dean or his surrogate pursuant to the appropriate title of Article 13, Titles C,D,F or H of the Board of Trustees Policies.

Without this recorded safeguard, a faculty member could be considered as being on unauthorized leave which may result in loss of pay and benefits.

When a faculty member is unable to fulfill his assignments it is important that the exact length of such absence be officially recorded. In case of illness where the length of absence cannot be determined, a substitute will be retained as required.

All faculty absences are to be reported through the Dean to the Personnel Director by the use of the form provided for that purpose.

Commencement - Attendance of Faculty

The policy in regard to faculty attendance at the spring commencement is as follows:

> All academic and professional staff members are obligated to be present at spring Commencement unless an application for absence is approved in writing by the departmental chairman and dean. Requests should be made at least two weeks in advance of the Commencement date. Please complete application forms which are available in the office of each dean. Copies of approved applications should be forwarded to the Vice President for Academic Affairs at least ten days in advance of Commencement.

Student Affairs - Attendance of Faculty

Faculty members are invited and urged to attend student affairs. Students enjoy having faculty present on social occasions and regard their attendance as evidence of their interest in the students.

Leaves of Absence

Sabbatic, illness and others - for the general policy of the State University regarding leaves of absence, see SUNY's Policies of the Board of Trustees.

These are the rules and regulations of this College:

1. Approval of sabbatic leave shall be dependent upon potential increased service to the College.

2. The number of faculty members on leave in any one year shall not exceed 10% of the total faculty membership.

3. Requests for leaves will be reviewed in terms of the subject disciplines involved and the effect of such leaves on the total instructional program.

4. Leaves of absence shall not be recommended when satisfactory replacements are not available.

5. Requests for sabbatics or other leaves shall be made on the appropriate forms designated for that purpose. These forms are available through the office of the appropriate academic dean.

6. Sabbatic leaves shall be approved on the basis of the proposed program

as outlined in the application. An individual wishing to change one's program shall resubmit an application outlining the new program.

7. If purpose of leave is ADVANCED GRADUATE STUDY:

    a. Include a transcript of graduate work to date;

    b. Enclose a letter from graduate advisor indicating his appraisal of the work yet to be completed for a degree and the length of time he feels is needed.

8. If purpose of leave is RESEARCH or PUBLICATION:

    a. Submit detailed outline of research study or publication;

    b. Include a fairly complete review of published research related to your proposal;

    c. If material is to be published, such as a textbook, submit correspondence with publisher or other evidence of quality and seriousness of project.

9. If purpose of leave is TRAVEL:

    a. Submit detailed outline of itinerary;

    b. Indicate how your teaching will be improved as a result of this proposed travel;

    c. Show relationship between this travel and (1) research; (2) publications and/or(3) other college services.

10. If purpose of leave is POST-DOCTORAL STUDY:

    a. Submit general explanation of need for such study;

    b. Indicate the extent to which this study will take full or only part-time during the leave;

    c. Identify specific types of courses or projects that will be completed;

    d. Give evidence (correspondence as an example) that University officials are interested in offering facilities for this study;

    e. Give evidence of departmental approval and that the sabbatic leave is compatible with the present and long-range staffing requirements of the department.

11. Within one semester of return from sabbatic leave, a report of accomplishments must be submitted to the appropriate Dean with a copy to the Vice President for Academic Affairs.

12. Faculty members employed on a contract basis for extra services (extension and/or summer session) are considered to be doing this special

teaching under a temporary appointment. This is to be interpreted to mean that such extra service does not carry privileges of leave with pay.

It is to be noted that the Trustees' Policies permit faculty to submit an application to the President of the College as late as February 28th when the application is for September of the same year. However, it is strongly recommended that each individual discuss with his chairman his plans for sabbatic leave at least a year in advance and that a written application be submitted to the respective Dean by January 15 or earlier.

Suggestions to Faculty Members who are Planning to Apply for Sabbatic Leaves in the Future

The following points should not be in any way construed as an effort to curtail sabbatic leaves. On the contrary, it is hoped that the high calling of college teaching and the need for constantly renewing knowledge of subject disciplines may inspire more staff to take advantage of this opportunity offered by State University and the good offices of faculty colleagues.

1. The important consideration in supporting or denying support for sabbatic leaves is found in Title E, Section 1, of the Policies of the Board of Trustees in the following words: "The objective of such person's value to the University...".

2. All sabbatic leaves should be planned well in advance so that one's chairman and colleagues have an opportunity to plan accordingly. It will also give one the opportunity of discussing his project with his chairman (usually 12 months in advance) in such a way as to receive his suggestions that will help in the preliminary planning which will satisfy University officials as to the seriousness and purposefulness of the work to be accomplished during the sabbatic year.

3. Sabbatic leaves are not to be considered as vacations even when "travel" is indicated as the purpose. Actually, "travel" is a means whereby the faculty member plans to broaden and/or intensify one's education. "Travel" leaves require more careful and detailed plans in order to assure educational benefit.

4. In actuality a faculty member is applying for continued support for the purpose of improving the quality of his or her contributions to the State University. This request can only be granted by the University at some personal sacrifice by one's colleagues. A qualified substitute is often difficult to find. Therefore, a faculty member should apply for a sabbatic only after careful planning and preparation.

5. Faculty members should feel free to discuss any proposal for sabbatic or other leaves with administrative colleagues even when such proposals are only in the "idea" stage. This promotes mutual understanding and respect.

Private Instruction and Tutoring

1. It is the general policy of the College that faculty members shall not give private instruction (tutoring) to college students or pupils in the Campus School (ERDC) for remuneration in those areas which they teach as members of the College faculty. (This includes mathematics, speech correction, remedial reading and all academic areas as well as the arts).

2. As in all general policies, it may be for the welfare of the College to make certain exceptions, if such exceptions can be honestly made in terms of the faculty member's commitments to the College and in accordance with accepted professional ethics.

3. A faculty member who wishes to accept extra pay for offering private lessons to a college student or campus school pupil should carefully describe the situation to the other members of his department and explain why it would be of special benefit to the College to make an exception to the general policy. In this explanation, it should be clear that the student cannot get adequate instruction from the private teachers in the area. He should also explain that the parents are fully aware of the situation, and have made a special request for this kind of help. It should also be clear that such private lessons will in no way diminish the amount of time that the faculty member has for departmental committees, formal class instruction, group lessons, extra-class activities and other demands on his time which are the usual demands made on all faculty members.

4. If, in the opinion of the departmental staff, this exception is warranted, the request should go to the dean of the appropriate faculty who will make the decision in terms of the total welfare of the department and the College.

A faculty member is expected to carry as part of his regular instructional assignment those students for tutorial study which may be assigned to him by his departmental chairman. There will be no additional compensation for guidance of tutorial study during the regular academic year.

Extra-College Employment

Policy pertaining to extra employment of professional staff by non-college employers (including self-employment):

It is considered an essential courtesy for a professional staff member, teaching or non-teaching, who is considering extra employment to discuss such arrangements with one's College supervisor before accepting such employment.

Under no circumstances should a professional employee accept additional employment which will in any way interfere with his or her ability or willingness to complete all College commitments including committee assignments and other extra-class responsibilities, and to continue his other professional research and publication.

Guidelines for Faculty Members Taking Courses

1. Any faculty member may enroll as a student in any course in the College for which he is eligible.

2. Faculty members taking courses either for credit or audit -- should adhere to the rights, privileges, and responsibilities of any college student.

3. Faculty members offering courses for credit should be extended the courtesy of knowing in advance who of their colleagues are enrolled in their courses.

4. In the event that there is a disagreement which the parties involved cannot resolve, it is suggested that they might consult with the respective chairman and/or the appropriate dean. (See action regarding tuition waivers).

Tuition Waivers

1. Tuition for full-time employees is limited to three hours per semester. (Those enrolled in the College Counseling Education Program may also receive three credit hours for work experience)

2. Full-time graduate students, who are appointed as graduate assistants and who receive tuition waivers, are to carry 9 to 11 credit hours per semester.

3. Tuition waivers may be granted for courses that are certified by the respective Dean as related to the applicant's job description.

During the summer, full-time employees are limited to not more than three hours of course work unless vacation time is used. If such time is used, employees are permitted to take six hours.

Application forms are available in the Personnel Office of the College.

Fringe Benefits

Detailed information can be obtained at the Personnel Office, Kehoe Building, 9th Floor (564-3062).

A brief summary of the benefits available for unclassified personnel are as follows:

Retirement Programs - Three retirement plans are available for selection to faculty and professional unclassified employees at no cost to the employee under present legislation. An election must be made with one of these systems and filed at the Office of the Director of Personnel within 30 days of original appointment, or the employee is automatically placed in Teacher's Retirement. Once any election is made, it cannot change while employed by SUNY.

1. Teachers' Insurance and Annuity Association and College Retirement Equities Fund (TIAA - CREF) - Also known as the Optional Retirement

Program, it provides a nationwide, non-profit retirement system for colleges, universities, private schools and certain other non-profit educational and research organizations. Benefits are fully vested to the individual after 13 months of service, and are available through 2,300 colleges and universities throughout the United States. Death benefits are provided. (See also NYS Survivor's Benefit).

2. N.Y.S. Teachers' Retirement System. A state retirement system, which under the present law permits retirement at age 55 or over, with 25 years of member service at ½ pay. A vested interest requires 10 years of member service. Death benefits are provided as well as disability within certain minimum length of service. (See Personnel Office for details.)

3. Employees Retirement System. A State plan providing that with 25 years of service and attaining age 55, a retirement benefit at ½ pay is provided. A vested interest requires 10 years of member service. A death benefit is provided as well as ordinary and accidental disability within minimum lengths of service.

The two state plans under present legislation provide a death benefit of three times annual salary, not to exceed $20,000, providing this amount is greater than provided by the regular death benefit of the state retirement plans.

Survivor Death Benefit - All employees are covered under this plan provided at no cost by New York State, guaranteeing that if a greater amount is not payable by any retirement plan, the Survivor Benefit will pay upon the death of an employee an amount equal to ½ the employee's annual salary, not to exceed $10,000.

Group Disability Program - Provided cost free by SUNY to all full-time members of the academic or professional unclassified staff. Basically, the plan provides income protection after 3 years of service with SUNY to age 65 of 50% of the first $1,000 of monthly income, and 40% of monthly income above $1,000 but not to exceed a monthly income over $1,500.

Tax Deferred Annuity - A plan whereby an employee can elect to reduce his or her annual salary by a percentage regulated by Internal Revenue, to provide a tax-free amount to be put into an annuity to be used later at retirement. Tax must be paid at retirement, but has the advantage of paying less tax due to reduced income at that time. Complete details and brochures are available at the Personnel Office.

Health Insurance - Two plans are available in this area:

1. Statewide Blue Cross-Blue Shield and Major Medical (Metropolitan)

2. Blue Cross - GHI

Booklets describing the plans are available in the Personnel Office, and are sent or given to each new employee. SUNY pays 100% of the cost to each employee and 75% of the cost for dependent coverage.

An election of these plans made within 28 days of appointment or eligibility date will prevent evidence of insurability and delays in coverage dates for dependents.

Dental Insurance - Available to all unclassified faculty and non-teaching professional staff without cost. Family coverage requires an initial $150 deductible before benefits are payable, single coverage requires an initial $50 deductible. Benefits are then paid subject to limitations as outlined in "Dental Insurance for You and Your Dependents" booklet.

Total fringe benefit costs to the State University for the fiscal year 1975-76 as a percentage of each employee's salary are as follows:

Retirement	22.84%	Unemployment Insurance Prem.	.26%
Social Security	5.20%	Survivor's Benefit	.09%
Health Insurance	3.32%	Dental Insurance	.26%
Workmen's Comp.	.46%	TOTAL	32.43%

All benefits are subject to periodic change. Request latest brochures for up-to-date information.

The local Personnel Office is always available to answer any and all questions concerning programs and benefits for faculty and professional staff. Faculty may call or make an appointment at any time for an interview or information. All new employees should contact the Personnel Office in person as soon as possible to make sure all benefits due them have been explained and processed. This is especially important if a newly appointed member did not receive an original package of benefits prior to employment date, from the Personnel Office.

Upon retirement of any faculty or professional staff member, sick leave accumulations remaining at that time are applied toward payment of hospitalization coverage. Also, members with 10 years of state service are eligible for a $3,000 retirement death benefit provided by New York State at no cost to the individual.

Privileges Re College Facilities and Functions For Spouses of Deceased Faculty

Spouses of deceased faculty members should be extended the same privileges in the use of college facilities and attendance at college functions as those currently extended to the spouses of living faculty members.

Emeritus

In May, 1975, the Board of Trustees amended Article XVI5, Title E, of the policies of the Board of Trustees relating to Emeritus status to read as follows:

Article XV, Title E. Privileges After Retirement

1. Emeritus Status. Members of the University faculty who retire in good standing in accordance with the provisions of Title B, C, or D of this Part shall be entitled to append the term Emeritus to the title of their academic or administrative post after the time of retirement.

2. Privileges. Emeritus rank shall carry with it such of the following privileges which in the judgment of the campus President are feasible: use of library and study facilities, use of office and laboratory space, eligibility for research grants, and representation of the University in professional groups.

IV
COLLEGE POLICIES AND PRACTICES

Student Policies - See Student Handbook.

Student Housing - See Student Handbook.

Budget and Allocation - Fiscal Process

State funding of the State University comes under two separate budgets: the capital budget under which campus construction activities are supported and major equipment purchases are made, and the operating budget which provides funds for the ongoing operation of the University. These budgets differ from one another not only in terms of purpose but also in source of funds and the time horizon for which they are prepared.

The capital budget obtains funds from three primary sources:

1) First instance funds - money bonded by the State University Construction Fund to finance new construction activities on the various campuses. 2) Dormitory income funds - a parallel fund to that of the State University Construction Fund that is established to finance dormitory and dining hall construction. 3) Higher Education Bonds - in 1949 the State of New York issued $250,000,000 worth of bonds to finance the expansion of the State University System. These funds are almost completely expended at this time.

The operating budget is financed through regular state appropriations (state purposes funds) directly derived from tax income and from income generated by the University including tuition and hospital income at the health science centers. Since the state's fiscal year is April 1 through March 31, the University operating budget covers the same time period.

Capital Budget

Decisions regarding the capital budget involve an extensive chain of considerations and necessitate the review and agreement of a number of state agencies. A campus' need, if any, for new construction is determined by a state formula that translates, by the use of pre-determined space usage factors, enrollment projections into demands for physical space and equipment. This is done by forecasting not only total headcount figures but, in addition, by estimating what forms of study future students will undertake. Thus a projected growth in graduate students will require a larger library than an identical projection in undergraduate enrollment and a rapid growth in physical science programs will yield different construction activities than will similar advances made in the study of the humanities. Campus life styles, e.g., the number of residential students, or the determination, as has been made on our campus, to form collegiate residential colleges, also will determine the nature of future structures.

Each major construction project passes through the following stages from initial conception to occupancy: program phase, design phase, bidding and construction, acceptance, and occupancy.

At each stage the Campus Facilities Coordinator involves those who will ultimately be using the buildings. Administrators, faculty, and students are continually consulted in the design process and are often responsible for determining what ultimately will be constructed.

Once the Facilities Program has been developed by the Campus, the SUNY Construction Fund develops an estimate of the cost of the project and State University Central Administration reviews the budget, which includes an estimate for planning, construction and equipment monies. If the SUNY Central Administration approves, it is included in the Capital budget which must be submitted to the Legislature for review for first instance appropriation. Normally, if a project is approved, the planning portion is the first part that is funded and construction and equipment monies are funded in succeeding budget years. The total time period from initiation of a program to completion of a facility, including total acquisition of equipment, ranges over a span of 3 to 4 years.

All equipment purchases for new buildings or the rehabilitation of existing buildings fall under the Capital budget.

With the completion of the construction of the new Library the planned Campus Capital Construction program will be completed. The only outstanding planned projects will be the rehabilitation of the existing Feinberg Library and Hawkins Hall.

Operating Budget

The Operating Budget, though theoretically a program budget, is in actuality an increase budget representing requests for appropriations over and above those allocated to the University for the previous fiscal year.

The University's Operating Budget is broken down into the seven major functions listed below:

1. Instruction and Departmental Research (I&DR)
2. Organized Research
3. Extension and Public Service
4. Academic Support Service
   Sub-Sections
   Organized Activities
   Library
5. Student Affairs and Student Aid Services
   Sub-Sections
   Student Services
   Student Aid
6. Institutional Support Services
   Sub-Sections
   Maintenance and Operation of Plant
   General Administration
   General Institutional Services
7. Auxiliary Enterprises

Types of expenditures included under single major functions or sub-sections are described below:

1. Instruction and Departmental Research - all costs of the instructional departments, including expenditures for departmental research not separately budgeted; includes salaries of academic deans, faculty members, secretaries, clerical help, technical assistants, and other support personnel assigned to educational departments, educational supplies and equipment, faculty travel, chargebacks for computer services, laboratory expenses, and other supply items attributable to instructional departments.

2. Organized Activities - specialized non-credit producing functions, such as campus school, non-credit fine arts and physical education activities.

3. Organized Research - costs of all separately organized research divisions such as research bureaus and institutes, as well as expenditures for all separately budgeted or financed research projects.

4. Extension and Public Service - all expenditures for educational activities designed primarily to serve the general public. Examples include non-credit continuing education and correspondence courses.

5. Libraries - all costs for library personnel, book acquisitions, binding, microfilm and other library equipment and supplies.

6. Student Services - all expenditures for services to the student body. Examples are the admissions functions, student counseling, financial aid administration, student placement, registrar's office, health services, student union activities and collegiate or residential college programs.

7. Maintenance and Operation of Plant - cost of operating and maintaining the educational and administrative plant. Included are the cost of custodial services, maintenance of grounds, buildings, equipment, power plant, rental of facilities, security, and utilities. (It excludes personnel and supplies for dormitories, which are funded under Auxiliary Enterprises).

8. General Administration - all expenditures of the general executive administrative offices that serve the institution as a whole, including executive functions such as the offices of the president, vice-presidents, and such activities as the bursar's functions, business and financial administration, campus planning, payroll, personnel and purchasing.

9. General Institutional Services - all remaining non-instructional expenditures, exclusive of dormitories and the functions mentioned above. Examples are alumni relations, mail and messenger services, institutional research, public relations, automotive services, central stores, central duplicating, publications, telephone and telegraph, and computer services. Costs in some of these areas are subsequently charged back to expending departments. Departments which chargeback expenditures are computer services, central store, postage, telephone, central duplicating and automotive.

10. Auxiliary Enterprises - activities that are either entirely or substantially self-supporting, such as residence halls which are partially self-supporting (Food Service which is completely self-supporting does not appear in the state budget).

11. Student Aid - all expenditures for scholarships and fellowships and matching work study funds.

Budget Request Categories

Increased budget requests are broken down into these categories: Workload, Improvement and New. "Workload" represents the amount required to maintain a program at its current level. It includes monies to cover mandated salary increases, the assumption of full year costs for previously approved positions or programs (annualization), a small increment for price increases, and increased costs resulting from increases in the area served such as increased enrollments or increase in physical plant. Since the academic year starts in September, most new positions are only funded for .58 of a fiscal year. Thus an amount equal to .42 of such salaries is required to maintain current level of staffing in the succeeding year. "Improvement" refers to the upgrading of existing programs to provide additional or higher quality services. "New" refers to additional programs which have not previously received budget support such as new departments, schools or research programs.

The bulk of the new funds requested in a given budget year are in the workload category. In most cases increases in this area are on a formula basis. In Instructional and Departmental Research, workload funds are directly related to full-time equivalent (FTE) enrollment. New faculty are requested on the basis of the approved faculty/student ratios. Increases in the support budget are then determined on a cost per faculty basis. Support costs include all instructional and departmental research funds except faculty salaries and the amount budgeted to support the Summer Sessions.

In Organized Research only minimal increases are allowed. Additional requests for funds must be submitted as Improvement or New requests.

The Budget request for the other functions are usually measured by the following formulas: Library - cost per FTE student; Student Services - cost per student headcount; Maintenance and Operation - cost per outside gross square footage and various staffing formulas based on square footage; and Residence Halls - cost per bed and staffing formulas. General Administration and General Institutional Services are based on cost per student and percentage of total budget.

Although the budget is supposedly a program budget, all position requests, with the exception of faculty positions, must be specifically identified in the budget request. The University has freedom to allocate faculty lines to the schools and to the departments within schools, without the approval of the Division of the Budget, but all administrative, technical, and clerical support positions must be specifically approved by the Division of the Budget prior to their establishment. Allocations for supplies and expense money, temporary service funds, and minor equipment monies are other areas in which the University has considerable flexibility within function.

The budget request in itself is primarily made up of requests for new positions, plus the request for new programs. Preparation of the operating budget begins approximately fourteen months prior to the beginning of the State University fiscal year, April 1 through March 31. A preliminary budget is prepared within dollar target totals for broad categories established by the SUNY Central Administration in Albany. During the period from March - May, the campus will prepare the preliminary budget. SUNY Central Administration reviews the campus submission in June and sets the final budget target in July, the budget is submitted in Albany to SUNY and in September to the State of New York Division of the Budget which holds an informal hearing in October. In January, the Governor's Office presents the entire Executive Budget for the State of New York to the State Legislature. Passage of the State Budget, including that part relating to the State University system, by the Legislature, including modifications the Legislature has made, normally occurs sometime in March and applies to the fiscal year beginning that April 1.

The area in which the University has some latitude is the actual allocation process. Allocations in the Executive Budget, which is submitted to the Legislature as described above, are made by major functions in the categories of salaries and wages-regular, salaries and wages-temporary service, and supplies and expense. Within these categories, how exactly these funds will ultimately be internally allocated by school, department, and office is determined on the campus.

One of the major budget difficulties has been due to the fact that the State's fiscal year starts Apr 1 1. This necessitates making some internal allocations, particularly that of faculty lines, under conditions of extreme uncertainty long before the Governor has submitted his recommendation for new positions for the following year. The allocations, of course, must be tentative, dependent upon eventual legislative action.

The remaining temporary service, supplies and expense and equipment allocations requests are submitted to the Vice President for Finance and Management through the appropriate Vice President, who has responsibility for allocations within his area.

Allocations are not made until the budget has been passed, normally sometime prior to April 1.

The categories of expenditures for each of these functions include:

1. Salaries and Wages, Regular
   (There must be budgeted FTE and specific line position approval)

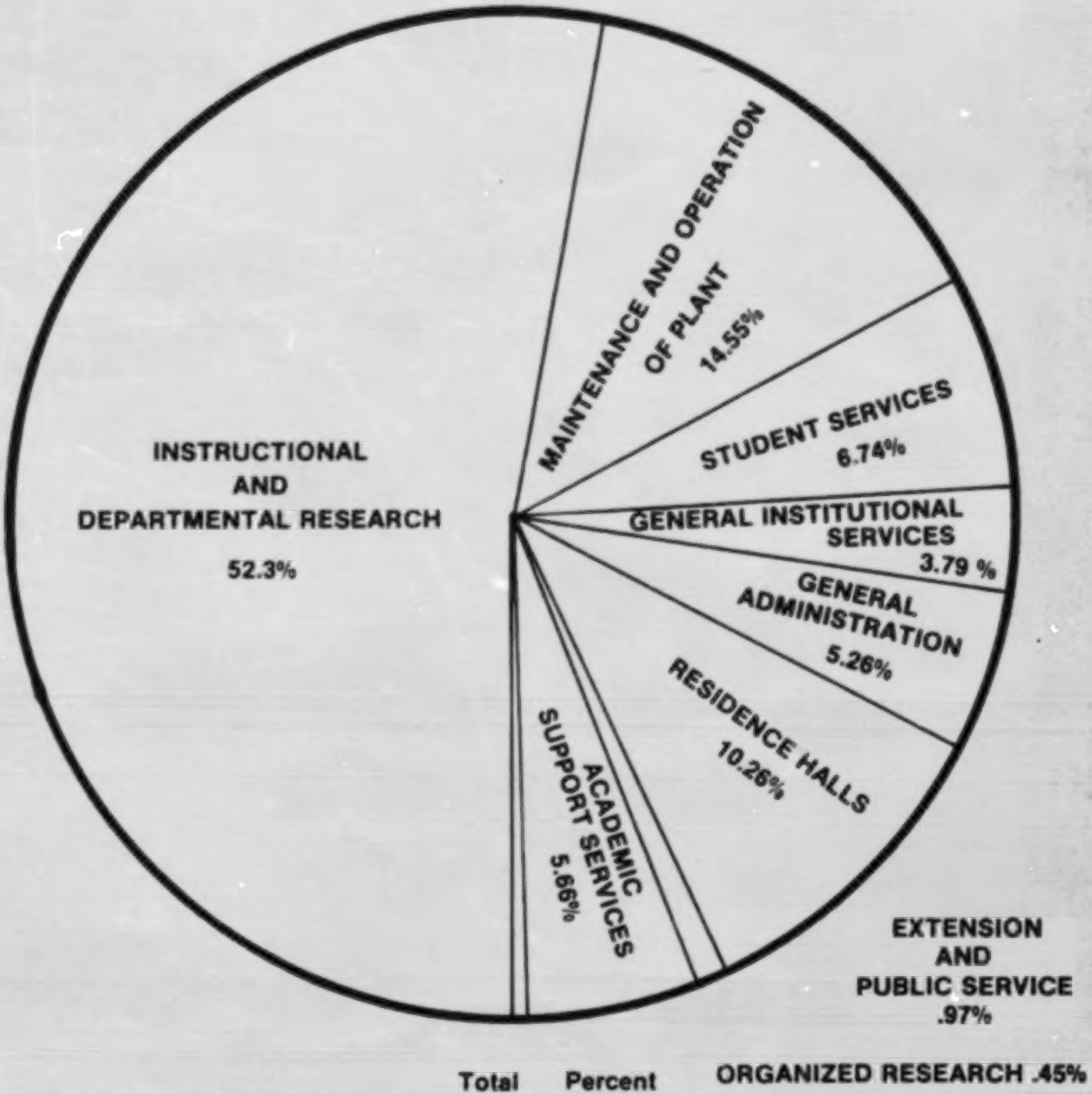
2. Salaries and Wages, Temporary Service

3. Supplies, Expense, and Equipment

Once the fiscal year starts, internal transfers can be made without Division of the Budget approval from like categories of expenditures within each of the major budget function categories. Thus supplies and expense expenditures can be moved from Maintenance and Operation of the Plant to support General Administration without approval beyond the campus level. However, transfer supplies and expense cannot be moved from one of the major budget functions to another without Division of the Budget approval, i.e., from General Administration to I&DR.

Transfer cannot be made from Salaries and Wages, Regular to Salaries and Wages, Temporary Service to supplies and expense without Division of the Budget approval. Such approval, when given, may take two or three months to obtain. It is only applicable for major transfers such as our intended request to transfer funds for Library acquisitions. Furthermore, the Division of the Budget's authority to transfer from one major budget function to another is limited to an amount not to exceed 5% of that budget function. This restriction was passed by the State Legislature and is part of the Appropriations bill.

STATE UNIVERSITY COLLEGE AT PLATTSBURGH
1975-76 EXECUTIVE BUDGET RECOMMENDATION



	Total	Percent
Instructional and Departmental Research	6,966,826	52.3
Organized Research	60,006	.45
Extension and Public Service	129,089	.97
Academic Support Services	756,179	5.66
Student Services	897,976	6.74
Maintenance and Operation of Plant	1,937,816	14.55
General Administration	700,551	5.26
General Institutional Services	505,659	3.79
Residence Halls	1,366,898	10.26
	13,321,000	

REHABILITATION PROJECTS

(Major and Minor Projects -- State University Capital Construction Budget). Rehabilitation Projects are divided into major and minor categories by their dollar value and are funded as an item in the State University Capital Construction Budget. Application for these funds must therefore be made well in advance of the date planned for beneficial use.

Funds approved for minor rehabilitation projects are implemented under one of the following procedures:

(a) Special Fund Estimate: Labor and material cost breakdown whereby College hires temporary labor and directs and administers project.

(b) Formal Contract: Bids taken on project by Office of General Services and awarded to contractor under direction and administration of State Architect's Office.

(c) Short Form Contract: Bids taken by College, approved by Office of General Services and awarded to contractor under direction and administration of College. Approval for final payment by State Architect's Office.

Minor Rehabilitation Projects

Minor Rehabilitation Projects are defined below but generally involve physical changes to the structure or fabric of a building, or an increased load on the building utility systems such as power, water or drainage lines. The program requirements in most cases do not require the assistance of outside consultants. Minor rehabilitation projects generally require capital budget funding and are estimated to cost from $1,500 to $20,000 for labor and material. The Office of Facilities Planning will provide assistance and coordinate the request for funds in this category. A description and justification of the project must be submitted to the Facilities Program Coordinator by December 31, 2½ years prior to the planned occupancy date.

Major Rehabilitation Projects

Major Rehabilitation Projects require capital budget funding and are estimated to cost in excess of $20,000. The Office of Facilities Planning will provide assistance and coordinate the request for funds in this category. A description and justification of the project must be submitted to the Facilities Program Coordinator by December 31, 2½ years prior to the planned occupancy date. Approval is dependent on Budget.

Repair and Minor Construction Projects

(State University at Plattsburgh Operating Budget) Repair and minor construction projects are to be requested on the proper form (forms are available in the office of each Dean or major supporting activity) then routed through the appropriate Dean or Administrator, who will route it to the Business Office for facilities planning, estimating, clearance, funding and execution.

The forms indicate two distinct and separate functions of the Department of Physical

Plant. The repair projects are handled on a Maintenance Work Order; this form is strictly for work of a maintenance nature where no new physical construction or alteration is involved. This means the preservation of the plant or facilities as it exists with no major alterations to the fabric of the building.

The form for minor rehabilitation and construction projects, internally funded, provides a means for requesting work of this nature which may be performed by the Physical Plant Department within the scope of their capabilities and time. All projects of this nature are estimated and returned to the originator for funding from departmental accounts of the material costs of the job. Upon approval of the appropriate Dean or Administrator and the Business Office and assignment of the proper chargeback account number, these projects are submitted to the Maintenance Operation Center for scheduling. Estimated dates of completion are programmed at this time. Assistance in the planning and development of these projects is available in the Office of Facilities Planning.

Publicity

The Director of the News Bureau, a member of the staff of the Office of College Relations, is responsible for the preparation and dissemination of news releases and feature stories concerning the College and its people, policies and programs to local, area state and national news outlets. Faculty and students are encouraged to submit or refer items of interest about themselves and College activities to the Director of the New Bureau, Room 801, Kehoe Administration Building.

Telephone

Long Distance Calls - In order to eliminate waste in checking the long-distance calls, the following procedures should be carefully observed:

1. Faculty members should obtain permission of their department chairman before placing a long distance call;
2. All long distance calls must be recorded by the secretary in the department so that reconciliation of the monthly bill can be expedited and appropriate amounts charged to the department.

Tie-Line

Albany-Schenectady-Troy telephone calls - the College maintains a tie-line connected directly with the Albany Exchange. Telephone calls to the Albany, Schenectady and Troy areas may be made by first dialing 129, followed by the local number being called. If the tie-line is busy, you will hear a busy signal after dialing 129. When this occurs, hang up and try again in a few minutes.

Fund Raising

It has been the custom of the College to permit only one public fund drive on campus. In Plattsburgh, the united effort is represented by the Clinton County United Fund. Faculty are encouraged to participate on a voluntary basis. No other financial drive by outside agencies are permitted on campus.

College personnel must obtain prior approval from the President's Office relative to solicitation of funds for College purposes from private sources. Faculty wishing to receive funds for College purposes are required to work through the Plattsburgh College Foundation, Inc., which was established for this purpose. It is important not to alienate potential donors by duplication of requests.

Profits on Mimeographed Materials

Executive Council Meeting 10-17-58 - Policy regarding sale of these materials in the Bookstore:

> Curricular materials prepared by faculty members for use in the classes at Plattsburgh, if sold, must be distributed through the College Bookstore. No profit from the sale of such materials shall accrue to the author unless such materials are copyrighted and distributed by a recognized publis[illegible]n such cases, such profits will be paid to the author by the publ[illegible]ng company.

Handling Money

The only agents authorized by the College to receive and dispense money from students are the Business Office and Faculty-Student Association, Inc., which includes Food Service and Bookstore among others. This relieves faculty members from the burden of selling textbooks and other student supplies.

Commercial Advertising

The College permits no commercial advertising in any of its State buildings except the College Center. Advertising in the College Center will be limited in accordance with policies established by the College Center Advisory Committee.

Safety Policies

A. All fires, no matter how small or insignificant they may seem, must be reported immediately to the Office of Safety and Security. In the event of a fire or an emergency that would necessitate evacuation of the building, it is important that everyone clear the building and affected area immediately. If you are in a room where a fire is, leave at once and sound the alarm.

When the alarm sounds, the following instructions are to be followed by all:

1. If you are in your assigned work area or on your floor, open the curtains, close the windows, grab coat and hat, and leave.
2. Under no circumstances are you to return to your floor if you are not there when the alarm sounds. You are to leave the building.
3. Elevators (if any) are not to be used DURING evacuation.
4. You are to leave the building by the nearest exit and proceed 150 feet away, positioning yourself outside of traffic lanes.
5. The first person through any of the exterior exists will push the door far enough open for the mechanical holder to engage.
6. If corridors and/or stairwells are filled with heavy smoke, enter the office and open a window so that you can be seen from outside (of course, some windows are so located as to be suitable as exits).
7. Proceed carefully. The purpose is to evacuate the building in an orderly manner and without injury.

8. Do not re-enter the building or immediate area until the all clear is given by a Security Officer.
9. If a drill, it will not be considered over until these instructions have been executed. TREAT EVERY FIRE ALARM AS IF IT WERE REAL.
10. In the event that a lengthy time of re-entry to the building is apparent, you will be directed toa safe area and shelter by the Security personnel.

B. In the event of an accident to a student or faculty/staff member, the responsible faculty member, e.g. instructor, supervisor, etc., will contact the College Health Service (ext. 2187 or 2188) for assistance. The College Health Service will arrange for treatment and will normally prepare the required accident report. Faculty members can assist by gathering data such as the name of witnesses, how the accident occurred, time and place of accident. Should the College Health Service not answer, Safety and Security (ext. 2022) should be contacted for assistance.

When the accident involves members of the public such as visitors, the College Health Service should be contacted as above. The College Health Service will take appropriate action, to include advising Safety and Security. That Office will prepare the appropriate accident report form.

Campus Traffic and Parking Regulations

I. Preamble

These regulations govern vehicular and pedestrian traffic and parking upon the highways, streets, roads and sidewalks owned, controlled or maintained by the State University College of Arts & Science, Plattsburgh, New York, and shall apply to students, faculty, staff and visitors and all other persons upon such premises. Faculty includes those persons listed or eligible for listing in the official Faculty Directory and visiting faculty as designated by the President of the College. Staff includes those persons listed or eligible for listing in the official Staff Directory. A visitor is other than faculty, staff or student.

II. General

A. The Vehicle and Traffic Law of the State of New York is applicable and enforceable on property maintained by the State University. All drivers are expected to know and observe Campus Traffic and Parking Regulations and Traffic Ordinances of the City of Plattsburgh where they apply.

B. Orders of the Department of Transportation heretofore or hereafter promulgated for State University College of Arts & Science, Plattsburgh, New York, shall continue in full force and effect. The provisions of such orders are indicated or will be indicated, by appropriate traffic and parking control lights, signs, signals or markings on its campus affecting vehicles and pedestrians.

C. A violation of any applicable section of the Vehicle and Traffic Law and any applicable order of the New York State Department of Transportation, shall be a misdemeanor or traffic infraction as designated in such law, and shall be punishable as therein provided.

D. Such laws and orders adopted above shall be enforced in any courts having jurisdiction.

E. A complaint regarding any violation of the Vehicle and Traffic Law, any Department of Transportation order or any traffic ordinance applicable on such premises shall be processed in accordance with the requirements of applicable law.

F. No person shall drive a vehicle on University streets, roads or highways at a speed greater than is reasonable and prudent under the conditions and having regard to the actual and potential hazards then existing, but in no event shall a person drive a vehicle in excess of 30 miles per hour unless a different speed is authorized and indicated by the University or the Department of Transportation.

G. No person shall park a vehicle on the premises of the University in such manner as to interfere with the use of a fire hydrant, fire lane or other emergency zone, create any other hazard or unreasonably interfere with the free and proper use of a roadway or pedestrian way.

H. All regulations pertaining to motor vehicle registration and operation are enforceable 24 hours a day throughout the entire year except as otherwise prescribed by the Office of Safety and Security.

I. Until rescinded, any individual who is a member of the faculty, staff or student body is required to register a vehicle (motor vehicle, motorcycle, and motor scooter) for use on campus.

J. No parking is permitted where curbs are painted yellow.

K. The driving of a motor vehicle is permitted only on established campus roadways. Campus Service Vehicles are exempt from this regulation.

III. Registration

A. All faculty, staff and students who drive on campus, must register vehicles at the Office of Safety and Security. Official campus identification decals will be issued there for the current academic year or summer session. The Office of Safety and Security is located in the Service Building, Sanborn Avenue Extension, and is open 24 HOURS A DAY -- 7 DAYS A WEEK.

B. Decals should be affixed no later than 48 hours after the first day of classes of that session. Persons joining the college after the opening of the session must display such a decal 48 hours after reporting to the college.

C. The decal will be affixed to the right side of the rear bumper. Identification decals for either motor scooters or motorcycles must be displayed on the rear fender or on the left side of the fuel tank. It is the responsibility of the owner to insure that the decal remains affixed at all times and is legible. Taping or clipping on of decals is not considered as being permanently affixed, and is a violation of these regulations.

D. Temporary use of a motor vehicle on campus requires that a temporary permit be issued by the Office of Safety and Security.

E. Any change of vehicle license or registration shall be reported to the Office of Safety and Security within 48 hours.

F. When ownership of a registered vehicle is changed, the Office of Safety and Security must be advised within 48 hours. Further, the decal is to be removed from the vehicle.

IV. Parking Areas

A. Students, faculty, staff and visitors will park only in areas authorized. See approved parking areas. Further, no parking spots may be reserved any place on campus unless these reservations are for service vehicles. No deviation from this policy will be permitted unless approved by the Director of Safety and Security.

B. Vehicles must be parked between lines.

C. Parking lights or flashers must be turned on when vehicles are loading or unloading material. Loading or unloading is limited to 15 minutes.

D. Storage of vehicles, inoperative or unlicensed, in campus lots is prohibited unless permission is given by the Office of Safety and Security. Vehicles so stored will be towed away at the owner's expense.

E. Except for areas R,S and T, areas designated in these regulations as parking areas shall be restricted to parking by college personnel between the hours of 6 A.M. and 5 P.M., Monday through Friday. Areas R,S and T are restricted to faculty and staff 24 hours a day, 7 days a week. During the hours when lots are not specifically restricted, they shall be used by people on college related business. Emergencies, such as snow conditions, can result in the closing of any lot.

F. Special parking aurhotization for disabled personnel will be obtained through a written request to the Director of Safety and Security. The Director of Safety and Security will conduct an appropriate inquiry to satisfy himself as to the needs of special parking authorization for disabled personnel. If need exists, a special parking permit will be issued by the Director of Safety and Security.

V. Accidents

A. All motor vehicles on campus which cause personal and/or property damage, regardless of how slight, must be reported to the Office of Safety and Security for necessary action.

VI. Towing

A. The college reserves the authority to remove from the campus by towing, at the owner's expense, any motor vehicle which is not registered as required or which is parked in violation of campus parking regulations.

B. Towing service charges must be paid to re-possess a vehicle that has been towed away by a commercial agency.

C. A service fee of $10 is charged by the College for its towing of vehicles from any location on campus.

VII. Penalties and Procedures-Violation of Campus Traffic & Parking Regulations

A. Fines

1. Failure to register a motor vehicle when such registration is required - $5.00 per violation
2. Unauthorized use of campus parking identification decal-$5.00 per violation.
3. Parking in violation of defined parking lines-$2.00 per violation
4. Parking in wrong areas-$2.00 per violation
5. Parking in areas other than designated parking areas; for instance, lawns, yellow curbs, and driveways-$5.00 per violation.
6. In those instances where unattended vehicles are involved in violation of these regulations, the registrant is responsible for the payment of the fines.
7. The prosecution and collection of fines involving visitors shall be in accordance with applicable law.

B. Failure to pay three (3) or more accumulated parking violations will result in the removal by towing of cited vehicle from campus.

C. The President of the State University College of Arts & Science, Plattsburgh, New York, designates three (3) persons plus three (3) alternates to serve on the Traffic and Appeals Board. This Board hears complaints for violation of these Campus Traffic and Parking Regulations enforceable on campus. In no way is this to be construed to take precedence over II.E. above. No member of the Board will consider any appeal emanating from his immediate supervisor.

D. A complaint regarding any violation of a campus rule shall be in writing reciting the time and place of the violation and the title, number or substance of the applicable rule. Forms for appealing tickets may be picked up in the Security Office at the Service Building.

1. The complaint must be subscribed to by the officer witnessing the violation and attached to the vehicle involved.
2. The complaint must indicate the amount of the fine assessable for the violation, and advise that if the person charged does not dispute the violation, fines will be paid to the Bursar's Office within 72 hours (Not including Saturday or Sunday)
3. The complaint must recite that a hearing may be requested by registering either orally or in writing within 72 hours, not to include Saturday or Sunday, an intention to appeal and within two (2) weeks actually appealing orally or in writing to the Chairman of the Traffic and Parking Appeals Board and such an appeal will preclude payment of the fine within 72 hours. Failure to request an appeal within two (2) weeks or failure to appear at the time fixed for the hearing mandates that the violation will stand.
4. The complaint must recite that should the alleged violator fail to appear at the time fixed for the hearing or should not a hearing be requested within two (2) weeks of receipt of complaint, the complaint is proved and shall warrant such action as may then be appropriate.

E. At the conclusion of the hearing or not later than five (5) days thereafter, the Traffic and Appeals Board shall file a report. A notice of the decision shall be promptly transmitted to the violator. The report shall include:

1. The name and address of the alleged violator;
2. The time and place when the complaint was issued;
3. The campus rule violated;
4. A concise statement of the facts established on the hearing based upon the testimony or other evidence offered;
5. The time and place of the hearing;
6. The name of all witnesses;
7. Each adjournment stating upon whose application and to what time and place it was made;
8. The decision, guilty or not guilty, of the hearing officer or board.

Unrestricted Lots

U	Prospect Extension Lot
FT	Draper Avenue Lot
GT	Vilas Parking Lot (Opposite Hawkins Hall on Cornelia)
RT	Heating Plant Lot (Front)
ST	Hospital Lot (North)
ET	Hudson Hall Lot (West)
K	MacDonough Hall Lot (Front)
G	Hawkins Hall Lot (North)

Restricted to On-Campus Students

J	MacDonough Hall Lot (East)
N	Resident Hall River Lot

Restricted to Commuting Students

AS	Kehoe (South)

Restricted to Faculty, Staff and Commuting Students

MT	Saranac Dining Hall Lot (Between Saranac and Memorial Hall)

Restricted to Faculty and Staff

AF	Kehoe (South)
L	Harrington Hall Lot
F	Hawkins Hall (West)
I	Feinberg Library Lot
P	Sibley School (Campus School) Front Lot
O	Sibley School Side Lot
R	Service Building Front Lot
Q	Service Building South Lot
M	Memorial Hall Lot (Rear Lower Level)
E	Hudson Hall Lot (South)
T	Infirmary Lot
C	Yokum Hall Lot
S	Stage XIV Dining Hall Lot
D	Sub-Podium Lot
UT	C.V. Hall Lot
TT	Hospital Lot (West)

Visitors Lot (Closed to Faculty, Staff and Students)

B	Kehoe Building (Front of Building)

Smoking

Smoking is not permitted in any classroom and other designated areas.

Student Organization Events

Events scheduled by a student organization must meet the following requirement within the policies of the College Council: Alcoholic beverages are permitted for campus events, and at off-campus functions sponsored by the Student Association in accordance with regulations established by the Student Association administered by the Student Board of Alcoholic Review.

Weapons on Campus

All personnel are reminded of the following from the Penal Law of the State of New York:

> A person (other than a police officer) is guilty of criminal possession of a weapon...when:...he knowingly has in his possession a rifle, shotgun, or firearm in or upon a building or grounds used for educational purposes, of any school, college or university...without the written authorization of such educational institution...Criminal possession of a weapon is a Class A misdemeanor punishable by not in excess of one (1) year imprisonment.

Rifles, shotguns and ammunition authorized to be kept on campus must be stored under lock and key by the Office of Safety and Security.

Students bringing rifles, shotguns and ammunition for sporting purposes must go directly with them to the Office of Safety and Security, Service Building, Sanborn Avenue Extension (telephone number 564-2022). This office is open 24 hours a day 7 days a week. At that time, rifles, shotguns and ammunition will be secured in the Office of Safety and Security and a written request processed immediately for authorization.

Travel

I. Authorized Travel

Approval for official College travel is obtained by completing an Authorization to Travel form. Steps to be taken to obtain the appropriate approvals are determined by your Department Chairman or Faculty Dean.

Once the trip is approved, the following guidelines have been developed to assist in obtaining the desired mode of travel and reimbursement for expenses:

II. Mode of Transportation

College Vehicle- Vehicles operated by the College are maintained in the Service Building Area located on Sanborn Avenue Extension. They are used for official business and every attempt should be made to take advantage of the use of these vehicles.

The request for a College vehicle must reach the Office of Buildings and Grounds (Sanborn Avenue Extension) not later than 11:00 a.m. on Wednesday preceding the week in which the staff member intends to travel. If a form is received after this time, a vehicle will be assigned, if available. A copy of the approved Authorization to Travel form indicating the vehicle assigned will be returned to the traveler. If a vehicle is not available, it will be indicated on the form.

Mileage is charged to the department using the vehicle, at a per mile rate determined at the beginning of each fiscal year. Forms for reserving College vehicles are available in the Office of Buildings and Grounds, or may be secured by an Office Supply Requisition.

When a College vehicle is authorized, it may be secured in the following manner:

1. Vehicle may be picked up in the Service Building area by presenting approved travel authorization forms to the dispatcher in the Office of Buildings and Grounds. This service is available 24 hours a day.

2. The dispatcher in the Office of Buildings and Grounds has been instructed not to release any car keys unless an approved Authorization to Travel form is presented by the staff member. Please remember to have this form with you when you arrive at the Service Building.

3. Faculty and staff may park their personal car in the approved parking space of the state vehicle he is assigned.

4. If a member has to depart before 7:00 a.m. and wishes to pick up the car the night before, he may do so but not until after 8:30 p.m., and if the Authorization to Travel form has this hour indicated thereon. The purpose of this action is that the vehicle assigned may have been returned at the close of the day's business and must be serviced before it can be released at 8:30 p.m.

5. Upon completion of the trip, regardless of the hour:

    a. The vehicle must be returned to the assigned parking lot at the Service Building.
    b. The completed trip tickets, the car keys, and the credit card slips, if any, must be returned to the dispatcher in the Service Building.

Credit Cards

A special State of New York Credit Card is available in the key case and is accepted at most service stations in New York State. This allows the driver to purchase gas, oil, tire repairs, etc. The driver's copy must be put with the trip ticket when the vehicle is returned to the College. Before using this card, verify with the service station that the card will be honored.

Trip Tickets

1. The trip ticket must be completed on both the front and the back.

2. The user's departmental account number should be filled in. This should be the same departmental account number as indicated on the Authorization to Travel form.

3. At the end of the trip, the completed trip ticket, together with any

credit card slips, should be deposited in the trip ticket box, located in the rear entrance of the Service Building.

General Policies

College vehicles must be driven only by College employees who hold a valid driver's license. Students are not allowed to drive State or FSA cars unless part of a caravan (two cars, one of which is driven by a faculty member--the other may be driven by a student), on a Physical Education or a field trip sponsored by the Department. All such requests must be approved by the Vice President for Student Affairs.

"State Policy and Procedures for the Assignment and Use of State Owned Vehicles" reads in part: Vehicles are to be used only for the performance of official duties and personal use of any nature is prohibited.

College vehicles will be used for official College travel, and each trip must be approved by the department chairman or the appropriate dean, and, if out-of-state travel, the trip must also be approved by the Vice President for Academic Affairs and the Vice President for Finance and Management. Travel by College vehicles is limited to 1,000 miles from the College campus. Official travel is defined as follows:

1. Meetings and conferences held by or with State officials.
2. Off-campus supervision.
3. Class field trips.
4. Official College representatives at professional conferences.
5. Recruitment.
6. Attendance at professional meetings.
7. Varsity athletic trips.
8. Extension course trips.
9. Other special trips approved in writing by the President or his representative.

College vehicles will not be used to transport students outside New York State except for destinations in contiguous states. In such an event, students will be accompanied by a member of the College staff and the purposes and destination of such travel must be approved by the campus President or his designee. Direct travel through New Jersey enroute between upstate and downstate is not considered out-of-state travel.

Undergraduate students, except those involved in official College business, are not to be transported.

Hitchhikers may not be picked up along the road.

College vehicles should not be driven in excess of the legal speed limit at any time, and safety belts must be used at all times.

In the case of an accident, contact the Office of Safety and Security regarding accident responsibilities and procedures.

Common Carrier

If transportation is to be common carrier, the completed Authorization to Travel form must be sent to the Purchasing Department, which will, in turn, forward to the traveler a Transportation Request which will allow him to secure his tickets at the carrier's or travel agency office. This service will save the traveler from buying tickets with his funds and being reimbursed. An Expense Voucher must be submitted within ten (10) days after completion of the trip, together with the required receipts to substantiate the mode of travel.

Authorized air travel must be Tourist Class. First class will be approved only when Tourist Class is not available.

Private Aircraft

1. In most cases where travel by air is justified, the authorized use of a privately owned plane on State business will be reimbursed at the current rate per mile, regardless of the number of passengers.

2. If commercial air transportation is available between points of travel and no official passengers are carried, reimbursement will be at published coach rate for air travel.

3. If an employee is properly authorized to use his privately owned plane on State business, his liability insurance policy must be at least $1,000,000 and include the State of New York as a named insured. The insurance company must be licensed by the State Insurance Department to conduct business in New York State. A copy of the policy must be filed with the College Business Office and name of the company and term of policy shown on pertinent vouchers.

4. Travel vouchers including the cost of personal aircraft mileage must be accompanied by form AC-160.

Chartered Aircraft

The cost of a chartered aircraft will be reimbursed to the traveler, but not in excess of commercial airline rates.

III. Per Diem Rates

1. Per diem rates vary by travel destination. A current per diem rate schedule will be issued by the Purchasing Department in September of each year.

2. A per diem of $15 will be allowed when lodging accommodations are taken in apartments, rooming houses, tourist homes and private residences, other than homes of members of traveler's family.

3. Original lodging receipts are required as evidence of overnight stay.

4. When an employee is in travel status for less than a full day, and incurs no lodging charges, the following meal rates will be allowed:

Breakfast	$2.25
Lunch	1.65
Dinner	6.10
	$10.00

5. When an employee is in travel status overnight, but is not eligible for reimbursement for three meals, an appropriate amount, based on the above rates will be deducted from his per diem allowance.

IV. Travel Advance

When an employee is authorized to travel, he will be reimbursed for his expenses in accordance with State procedures. A travel advance account has been established so that a traveler may request a travel advance before he is to make the trip, or after he completes the trip, whichever he prefers. In any event, he must apply to the Accounting Office for a travel advance as per the following procedure:

> The amount of the travel advance is the amount equal to the number of nights an employee must stay in a hotel or motel times the admission per diem rate. An Application and Account for Travel Advance (Form AC-1214) must be in the Accounting Office the day prior to the time the advance is needed. Travel Advance forms may be secured by an Office Supply Requisition.

V. Travel Voucher

After the traveler has incurred expenses for which the State of New York is to reimburse him, a Travel Expense Voucher is to be prepared. Copies of this form may be secured in the Faculty's administrative office. Original receipts must be attached--the State will not reimburse a traveler on the strength of photostatic copies. Assistance in completing these forms will gladly be given by the Purchasing Office personnel, but the corrections of the information given on the voucher is the responsibility of the traveler. This Travel Voucher is a bill to the State of New York, and, like any other bill, must show itemizations, extensions, and totals. The voucher must show dates, times and destinations as well as the purpose of the trip for which reimbursement is being requested.

Reimbursement will be made only within the extent of available funds. Signature of the department head on the Travel Expense voucher indicates that the funds requested are available within departmental funds and that expenditures for this purpose is recommended.

Completed Travel Expense Vouchers are to be submitted to the Purchasing Office.

VI. Payment of Travel Expenses to Professional Staff Performing Extra Service

The Division of the Budget has advised that the processing of travel expenses to individuals located at one campus who perform extra service at another campus should not be allowed. Since the individual who performs the extra service is compensated for the work, the expenses, if any, of producing that income are deemed to be his, rather than the State's responsibility.

Claims for travel and subsistence expenses incidental to performance of extra service at a distant campus can be allowed only if:

1. The extra service consists of a one or two day lecture assignment, compensated under the honorarium policy at our usual rate of $40/day when no overnight absence is involved or $100/day when overnight absence from home is necessary; or

2. The compensation for extra service is reduced below the normally allowable rate by the amount of travel costs. (This might be done if the individual preferred having the travel paid, rather than later deducting travel costs from the earned income as a tax deduction).

VII. Miscellaneous Information

A. In accordance with State Finance Laws, public transportation (bus, train, subway, etc.) must be utilized if available. In the event that charges are incurred which are not represented by public transportation, sufficient justification must be submitted with the voucher if reimbursement is to be considered. (Examples, taxicabs, rental of cars, etc.).

B. Any charges incurred for long distance phone calls should indicate the name of the person called, points between which the call was made, and the nature of business, including official significance.

Supplies and Equipment

It is the responsibility of the chairman to make sure that students are supervised by an instructor when they are using equipment in the various classrooms and laboratories.

Requisitioning

All purchases paid from State-appropriated funds must be handled by the Purchasing Department. No one may order directly from a vendor regardless of what the item may be. All orders must be typed or printed on a requisition form, which may be obtained from the Purchasing Department. Requisition forms must be completed in triplicate and approved by department chairman or dean. Please be sure that the account number of the department to be charged is listed thereon. The first two copies of the form are then sent to the Purchasing Department for processing. The third copy (green) is retained by the department. The Purchasing Department will assign an order number and return the second copy (pink) as an acknowledgement of the requisition. In the event that delivery is not made in a reasonable length of time, please contact the Purchasing Department, referring to the order number listed on the pink copy.

1. There are two categories in purchasing supplies and equipment. They are:

    (a) Contract items
    (b) Non-contract items

Contract items are those which must be purchased from a vendor who has received a State Contract from the Office of General Services (OGS) in Albany.

It is, therefore, important to check with the secretary of the department to determine if the items are Contract or Non-contract. If she cannot assist you, please consult the Purchasing Department before submitting your requirements.

2. Do not mix Contract and Non-Contract items on the same requisition.

3. When known, indicate three vendors if requisitions amount to more than $300 and five vendors if it exceeds $500. If the item is on a State Contract, indicate Contract Number and Group.

4. Requisitions for items received on a trial basis and retained must have invoice attached. These orders must be kept to a minimum.

5. Requisitions should indicate whether the material is supplies or equipment and must indicate the account number of the department to be charged.

Emergency Orders

When extraordinary circumstances require immediate delivery, an "Authorization to Purchase Form (Emergency)" must be completed and delivered to the Purchasing Department with a Purchase Requisition. This form when numbered and approved by the Purchasing Department will allow the department to immediately go to the vendor and secure the emergency items.

However, this procedure must also be kept at a minimum and if it is not followed, it may result in the order NOT being paid by the State.

DO NOT HESITATE TO CONTACT THE PURCHASING DEPARTMENT FOR ANY ASSISTANCE.

Returning Materials

All return shipments which are to be paid from State appropriated funds must be handled by the Purchasing Department. The Purchasing Department will not accept any packages for shipment regardless of what the item may be without the completion of a shipping notice, which is to be typed or printed stating the reasons why the material is being returned, a list of the materials and/or equipment, and the authorized signature of the department chairman. The form is to be prepared in five (5) copies, four (4) of which are to be forwarded to the Purchasing Department.

Equipment Returned for Repairs

In the event that any equipment is sent to a vendor for repair, it is also requested that in addition to the shipping notice form, a requisition be forwarded to the Purchasing Department in order that they may process a purchase order to cover the repair cost.

General Office Supplies

General Office supplies, such as pencils, erasers, papers, etc., are obtainable in the Stock Room.

1. Obtain a supply of requisition forms from the supply clerk.

2. This form must be completed by the person requesting the supplies and approved

by the departmental chairman or dean.

3. Requisition forms received in the Supply Department by 5:00 p.m. Monday will be delivered Thursday. Emergency supplies may be secured in person at the Supply Room.

THE OFFICE SUPPLY ROOM IS LOCATED FIRST FLOOR REAR OF THE KEHOE ADMINISTRATION BUILDING.

V
CAMPUS FACILITIES AND SERVICES

Use of Facilities

I. College Activities (not involving participants from off campus)

1.1 Individuals of the College wishing to schedule College facilities for special events are requested to contact the Office listed on the accompanying FACILITY SCHEDULING CHART by type of facility.

1.2 Faculty are advised to obtain clearance to use facility in writing. The Office of the Facilities Program Coordinator will provide assistance to individuals in securing the use of College facilities for approved College programs.

1.3 Please note that the College calendar is planned a year in advance and gives priority to those requests which are planned prior to March 15. Keep in mind that the calendar is printed during the summer by the Student Activities Coordinator and any item on this calendar has priority privileges.

2. College Sponsored Activities or Events (involving participants from off campus)

2.1 The proposal for any event should be brought to the attention of the Chairman of the Committee for Coordinating Sponsored Events on Campus at least three (3) months prior to the proposed dates for the event.

2.1.1 The Committee for Coordinating Sponsored Events on Campus includes:

Facilities Planning Coordinator, Chairman
Physical Plant Director
Business Manager Controller
Security Director
Assistant to the President for Community Relations
Housing Director
FSA General Manager
Student Association Vice President for Activities
Ex-Officio - Three Vice Presidents

2.1.2 A Committee meeting should be scheduled as soon as practicable after the Committee members are made aware of this proposal.

2.2 Availability of facilities should be determined by contact with Facilities Planning Coordinator. Determination should be made of approximate cost for facility use and a tentative reservation of the facility should be made.

(In determining cost for facility use, there should be no rental charge assessed to any College organization or College-related organization such as the Alumni Association, the College Foundation or the FSA.)

2.3 A proposed agreement should then be prepared and a review completed at least two (2) months in advance of an event which is to be co-sponsored by a non-college group and at least one (1) month in advance of an event that will be entirely under campus control.

2.3.1 The proposed agreement should be reviewed by: Vice President for Finance and Management, Business Manager Controller, and Representative of the College Group Sponsoring the Event.

2.4 After review of the proposed agreement and determination of facility availability, approval of sponsorship should be obtained from the Representative of the College Group Sponsoring the Event.

2.4.1 Upon approval of sponsorship, a facility agreement should be finalized between the Facilities Planning Coordinator and the Representative of the College Group Sponsoring the Event.

2.5 Upon satisfactory completion of the above procedures, there should be a review of·

2.5.1 Accounting procedures by the Business Manager Controller;
2.5.2 Profit margin by Business Manager Controller, Vice President for Finance and Management and Representative of the College Group Sponsoring the Event;
2.5.3 Facility preparation, use and clean-up by Facilities Planning Coordinator and Physical Plant Director;
2.5.4 Appropriate receipts accounts by Representative of the College Group Sponsoring the Event or Assistant to the President for Community Relations.

2.6 Only after these procedures have been followed and appropriate forms* signed should a contract be signed by the Representative of the College Group Sponsoring the Event. *Forms are supplied by the Office of Facilities Planning Coordinator.

3. Activities Sponsored by Non-College Groups

Non-College organizations or agencies will channel requests for College facilities through the Facilities Program Coordinator, Room 906 in the Kehoe Administration Building. The Coordinator will in turn make all necessary arrangements.

Note 1: Consideration of the proper use of equipment and facilities, together with control of safety hazards, is the responsibility of the College at all times regardless of the organization that may be using a particular facility. The non-college group or agency is responsible for seeing that proper supervision is provided in the use of special equipment and laboratory facilities, which meet the standards of the Facilities Program Coordinator and the divisional chairman.

Note 2: The Policy on the Use of College Facilities by Non-College groups is available from the Office of Facilities Planning Coordinator.

4. Use of Tennis Courts (Administrative Policy approved by the President, May 20, 1974)

Tennis courts at Memorial Hall, Towers and Field House are available for community use under supervision of College personnel when the College is not in session. In addition, indoor courts at the Ice Arena will be made available during peak playing periods when inclement weather prevents use of the outdoor courts. Indoor courts will be available for use at a fee of $4.00/hr./court when open.

Hawkins Hall courts are reserved for use by College Personnel.

Lights at the Macdonough Hall Courts are turned on only when the College is in session.

When College is in session, students, faculty and staff have priority in use of all tennis courts

Courts will be open at 7 a.m. and close at dusk.

5. Loan of Equipment

Except in unusual circumstances approved by the President, State equipment may not be removed from the College campus unless that particular piece of equipment (such as a vehicle) was purchased for the purpose of being used off-campus.

6. FACILITY SCHEDULING CHART:

Type of Facility	REQUESTEE FACULTY AND ADMINISTRATION	 SA RECOGNIZED STUDENT GROUPS	 ALL OTHERS
Instructional Facilities i.e. Classrooms, Labs, Lecture Halls	Registrar's Office (2100)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Special Facilities: e.g. Auditoriums, Gyms, Ice Arena, Conference Rooms, Campus Outdoor Fac.	Facilities Planning Coordinator's Office (3078)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Dining Halls and Dining Hall Lounges (Except Stage 14 Lounge)	Food Service Manager's Office (2035)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Residence Halls and Stage 14	Facilities Planning Coordinator's Office (3078)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Hartman Theatre	Dean of Arts & Science (3150)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Sibley School	Campus School CEC (3081)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)
Miner Center	Miner Center Director's Office (2178)	Student Activities Coordinator's Office (2221)	Miner Center Director's Office (2178)
Twin Valleys	Outdoor Education Director's Office (3140)	Student Activities Coordinator's Office (2221)	Outdoor Education Director's Office (3140)
Valcour	Continuing Education Office (3135)	Student Activities Coordinator's Office (2221)	Continuing Education Office (3135)
Classrooms Instructional Facilities Summer Session	Dean of Professional and General Studies (3066)		
College Center	Student Activities Coordinator's Office (2221)	Student Activities Coordinator's Office (2221)	Facilities Planning Coordinator's Office (3078)

Bookstore

The College Bookstore is located on the first floor of the College Center. It is operated by the Faculty-Student Association, Inc., for students and faculty. Cap and gown rental available.

The purpose of the bookstore is to aid the students and faculty in obtaining textbooks and supplies conveniently and at a minimum cost. A student-faculty committee under the chairmanship of a faculty member assists the manager with advice and suggestions. Bookstore hours will be posted.

To accomplish its purpose of supplying books at a minimum cost to students, the bookstore must sell most of the books ordered. To insure that books arrive in time for the beginning of the semester, books and supplies must be ordered approximately by April 13, May 11, and November 10. Faculty members should refrain from purchasing books or supplies and reselling them to students. Textbook orders must be approved by the Chairman of the Department. Desk copies will not be supplied by the Bookstore.

College Center

The College Center is located adjacent to the Fine Arts Building on Rugar Street. The facility includes food services, (Faculty-student dining room and cafeteria), the College Bookstore, meeting rooms, lounges, recreation rooms, conference facilities, a commuter center, student offices, a television lounge, music listening areas and organization duplicating services. None of the facilities in the building are available for normal instructional use.

Valcour Educational Conference Center

The Center is under the aegis of the Office of Continuing Education and all functions to be held at the Center should be scheduled by the Educational Conference Coordinator (Extension 3135). Appropriate forms for completion are available in the Coordinator's Office.

The Margaret M. Sibley School For Educational Research and Demonstration

The Margaret M. Sibley School for Educational Research and Demonstration is an integral part of the Education Division at Plattsburgh. The ERDC through its utilization of modern educational practices and techniques by well-qualified members of the College staff, serves as a source for experimentation and research in elementary, secondary and teacher education and related sciences. Thus it brings about important contributions to the theory and art of educational practice not only for the College, but also for public and private schools.

Admission Policies

As per directive from the State of New York Central Office dated June 2, 1964. all policies must comply with the recommendation as set forth by the President's Committee on Policy of Admission to Campus Schools of State University College which basically is as follows:

"No applicant to a Campus School of a State University College shall be given priority in admission because of race, color, creed, national origin, socioeconomic status, political affiliation, sibling status, alumni affiliation, parental affiliation with the College or university, or recommendations from persons within or outside of the State University."

The State University policy also requires that the names of children new to the campus school be drawn by lot. The State University Campus School policies on admission were incorporated in a new policy statement for the Plattsburgh unit and were adopted by the Educational Policies Council on March 17, 1965.

Library

The ERDC Library is located in the approximate center of the building which faces Rugar Street, with two entrances facing north and south respectively.

Faculty may borrow as many books, back issues of magazines, pictures and posters as they need on an indefinite loan. If the materials borrowed are requested by someone else, the Library will ask that they be returned.

Because children, college students and faculty all use the library, a small book collection has a high percentage of use. Therefore, when a number of books are borrowed for classroom use, faculty are urged, whenever possible, to use the two-week classroom stamp, with renewal privileges, rather than the faculty loan.

Weekly calendar

The Weekly calendar is published during the academic year listing the events and notices for the following week usually in the college newspaper, "Cardinal Points". Notices for this calendar must be in the office of the Director of Student Activities in the College Center on Wednesday by 9:00 a.m. For information concerning daily events on campus, dial 2828 from campus telephones or 564-2828 from off-campus telephones.

Plattsburgh College Foundation, Inc.

The Plattsburgh College Foundation, a non-profit organization, was established by the College Council in 1963 to receive and administer gifts for the College. In recent years, the Foundation has been geared primarily (though not solely) to soliciting and providing scholarship funds for students. Campus fund drives to raise scholarship monies should be coordinated through the College Foundation and its executive director, Don Garrant, in the Office of College Relations.

Health Services

The principal function of the College Health Service is to provide basic services for students. Faculty and Staff are assumed to have a personal or family physicain The Health Services will be glad to advise members of the faculty and staff as to cources of appropriate care. The Director of Student Health Services will exercise his own discretion as to the amount and kinds of service which may be given to faculty and staff. In general, the following principles will apply:

a. Emergency care will be given for accidents, injuries and acute illness.
b. Chronic illness will not ordinarily be treated by the Health Services.
c. All mass immunizations which are provided for the students are also available to the faculty and staff.

d. Physical therapy and allergy treatments will be given to members of the faculty and staff on the prescription of their attending physician. Appointments for such treatments may be made with the nurse but must be approved by the Director of Student Health Services.

The Health Service Center is located behind Saranac Dining Hall. (phone 2187)

Food Service

College food service is operated by the Faculty-Student Association, Inc., for students, faculty and their guests.

Student dining facilities are located in State XIV Dining Hall and Clinton Dining Hall on Rugar Street. A faculty member may purchase a guest meal ticket from the dining hall manager.

The Pub in Macdonough is open each evening.

A vending machine service is available in Hawkins Hall and also in the sixth floor lounge of the Kehoe Administration Building.

Faculty members are welcome at all units.

A limited catering service is maintained. College organizations and other groups closely allied to education are accommodated as time permits.

The Plattsburgh Faculty-Student Association operates a new College Center opened in the Fall of 1974. Facilities will include a cafeteria, snack bar and a lunch room that seats 60 people.

F.S.A. also operates Valcour Educational Conference Center and Twin Valleys Camp in Lewis, New York. Contact Mr. John Harrison for more details (extension 2035).

Security

The Office of Safety & Security has the duty and obligation to enforce the laws of the State of New York and to assure compliance with the rules and regulations of the College.

The philosophy of College Security takes cognizance of the fact that its very existence on campus makes it part of the educational process. It is structured not towards strict legalism and force. It is oriented towards the sensitive environment of this College campus striving to be consistent with the university mission of study, research and human development.

To attain its mission, the College Security concentrates effort on and stresses the prevention of crime; it seeks to protect the campus community against law violators; it handles most law enforcement problems, seeking outside police assistance when needed. It denies violators of the law the use of College grounds and buildings as a sanctuary; it continues always aware of its responsibility to the people of the State of New York to protect life and limb and to preserve property; it strives to combine these efforts with its inherent duty of providing guidance and education to students.

The Office of Safety & Security patrols the campus around the clock and may be contacted, at any time, on safety and security problems by calling 564-2022.

Custodial Service

Cleaning services are performed during hours when the College is not in session, or during periods when there is a minimum of interference with the academic and residence hall activities, i.e. Academic Buildings - 10 p.m. - 6:30 a.m., Monday through Friday; Residence Hall Buildings - 7 a.m. - 3:30 p.m., Monday through Friday, with skeleton coverage on Saturday and Sunday.

In the event that faculty or staff members have special requests which require assistance from the custodial staff, including major moving of equipment and furniture, they should be approved and coordinated through the appropriate dean or administrator, who in turn routes the request to the Buildings and Grounds Office. A supply of moving request forms is available in the office of each dean or major supporting activity.

Maintenance Service

Any emergencies, i.e. electrical, heating, air conditioning, plumbing, etc., should be called directly to the Maintenance Operations Center at Buildings and Grounds, telephone 3010, giving pertinent information as to the emergency and specific location of the problem.

Duplicating Services (Printing/Duplicating Center)

1. A proper request form, obtainable from the Chairman, must accompany all material to be duplicated and the form must be signed by the chairman of the department making request.

2. Orders for "personal" jobs cannot be accepted.

3. Material to be duplicated must be sent to the Printing/Duplicating Center located on the first floor of the Administration Building and that received before 9:00 a.m. will be processed the same day, if possible. Material received after 9:00 a.m. will placed on the following day's work schedule. (Please do not fold masters)

4. It is understood that any lengthy job will require additional time to complete. An example of such a project would be more than five multilith masters requiring 2,000 copies of each. Extra time should also be allowed for other unusual circumstances such as jobs requiring off-sized stock.

5. When extraordinary circumstances require breaking of copy deadlines, special approval must be obtained from Mr.Keyser, Director of College Publications. All possible efforts will be made to comply with such requests.

6. The P/D Center will be equipped to do the following:

   A. Offset Lithography (Use form 202). This process is used to print flyers, mailers, posters or most any printed job in one or more colors.

   B. Duplicating (Use form 101). Three multilith 1250's and an AM automated copy center will perform all duplicating for the college.

C. Copying - a key operated IBM copier is located on the 7th floor of the Administration Building.

7. In addition to these services, the P/D Center will be equipped to do folding, collating, punching, stapling and trimming.

8. Offset Lithography (printing). The breakdown of charges in this area will be based on four items: Press run, Stock paper used, Negative, and offset plate. A planning session will be held prior to publication of each printed job. Because costing varies with each job, a breakdown of charges will be discussed at the planning session.

YOUR COOPERATION WILL NOT ONLY EASE THE BURDEN OF THOSE WHOSE RESPONSIBILITY IT IS TO SERVE YOU, BUT WILL ALSO BE YOUR BEST ASSURANCE OF PROMPT AND EFFICIENT ATTENTION TO ALL REQUESTS.

Check Cashing Service

Personal checks not exceeding $25.00 will be cashed at the Bookstore located in the College Center. A service charge of ten cents is made for each check cashed.

Salary-Check Depositing Service

For faculty members who desire this service, the payroll unit will deposit salary checks in any bank designated, and will forward the deposit slips to the member. In order to take advantage of this service, the faculty member should report to the Payroll Office, and sign the appropriate form of authorization. This will remain in effect until cancelled by the faculty member.

Notary Public Service

This service is provided without charge to members of the faculty and staff by members of the Business Office staff in Rooms 702-706 and the Personnel Office in Rooms 910-914 of the Kehoe Administration Building.

Mail

Inter-office mail: It is important that the department name be indicated on all inter-office mail. Mail indicating only an individual's name is delayed until the department is determined and entered on the envelope:

Outgoing mail:

1. Clearly mark all mail requiring special handling, such as: Air mail, Registered, Certified, Insured, Special Delivery, etc.

2. Registered Mail:

   Registered mail should be ready for the morning mail pickup or delivered to the Mail Room prior to noon. Registered mail received by the mail room after noon cannot be taken to the Post Office until the following day. Return receipts are not secured for registered, certified or insured mail unless specifically requested.

3. Large mailings should be separated into the following three groups:

    a. Plattsburgh (including Air Base, Cumberland Head, Cliff Haven)
    b. Other United States and Canada
    c. Overseas

4. All mail that is to be sealed by machine should be placed in the outgoing basket with all envelopes facing the same way and with the flaps up.

5. The originating department should be clearly indicated on all mail left at the Mail Room while it is unattended. This will avoid mail being delayed while the Mail Department personnel determine originating departments.

   Mail arriving at the Mail Room after closing will be delivered to the Post Office the following morning.

Envelope and Post Card Printing:

If there is any question regarding the printing of envelopes or post cards, please consult with the Mail Department. Printing must meet Post Office specifications.

The minimum size for envelopes or post cards is 3½" x 5½".

Change of Address:

1. Individuals terminating their employment at the College should leave a forwarding address at the Mail Room.

   Change of home address cards should be completed and given to the local Post Office.

2. The Mail Room should be advised of all changes in department deliveries.

Bulk Mailing: It is advantageous to use bulk mailing when:

1. 200 or more pieces are being mailed at the same time, and

2. All pieces are the same weight and size.

Bulk mailing requires a little more work on the part of the department; however, great savings in postage costs can be realized. Contact the College Mail Department for information regarding your bulk mailing requirements.

Student Mail

Mail will be handled through the College Mail Room. Messages for a student living on campus should be addressed to the student's residence hall. Messages for a student living off-campus should be sent through the U.S. Mail. Any mail not properly addressed and/or without a stamp will be returned to the sender.

Keys

Key requests for office keys, file cabinets, desks, etc., after being approved by the appropriate department head, are forwarded to the Office of Safety and

Security for issuance. Requests for building entrance keys and master keys require the approval of the Dean concerned. Keys, when ready, may be picked up at the College Operations Center, Service Building, Sanborn Avenue.

Lost and Found Articles

Articles found on campus should be brought to the Office of Safety and Security. There, articles will be recorded and checked against articles previously reported as lost.

When items are lost (to include keys) the Office of Safety and Security should be notified promptly. If the person losing the article is a student, he may report such by going to his dormitory office where a Report of Loss form is kept for his convenience. As soon as he completes this form, the form is forwarded to the Office of Safety and Security where it becomes the subject of an investigation.

Since lost keys pose a potential threat to the security of this College, it is important that lost keys be reported promptly. As soon as such a key has been reported and an investigation has been completed, the loser may request a replacement for this key.

Students, staff and faculty are cautioned that the State is in no way responsible for personal property brought on campus. Individuals should assure themselves that their insurance covers their personal property while on campus.

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FACULTY BYLAWS

Preamble

With due understanding that the basic purposes of any college or university are to preserve, augment, evaluate and transmit knowledge, and to foster creative capacities, that these purposes are best served by a community of scholars free to exercise independent judgment in the planning and execution of their educational responsibilities, that the government of an institution of higher education should be designed to allow the institution to identify and carry out its responsibilities with integrity and with maximum effectiveness, and that the Board of Trustees of the State University of New York has delegated responsibilities for teaching, research and public service to the Faculty of the State University of New York and the several faculties on the component campuses, we the Faculty of the State University College of Arts and Science do hereby enact these Bylaws.

ARTICLE I

The Faculty: Definition, Responsibilities and Organization

1.1 DEFINITION. The Faculty of the State University of New York College of Arts and Science at Plattsburgh shall consist of the chief administrative officer of the State University, the President of the College, and all members of the academic staff, administrative staff, and professional staff.

1.1.1 The Faculty Committee on Membership and Elections, hereinafter provided for, shall prepare and maintain a list of such persons from the beginning of each academic year, which shall serve as the official Faculty Roster. Any individual may appeal to this Committee its decision to exclude him from the Faculty Roster.

1.1.2 A member of the Faculty upon his appointment is assigned for voting purposes to a governance unit, as defined in 3.1.1, by the Committee on Membership and Elections.

1.2 VOTING FACULTY. Voting members of the Faculty of this College, each of whom shall be entitled to one vote, shall consist of persons appearing on the Faculty Roster as defined in 1.1, with the following exceptions:

1.2.1 Any instructor, assistant librarian, or member of the professional staff who has completed less than one year of professional obligation in any unit of State University of New York.

1.2.2 Any assistant instructor or other Faculty member who has primarily a training status.

1.2.3 Any retired member, unless on special term appointment for teaching or research.

1.2.4 Any other person on the Roster having temporary appointment.

1.2.5 Any person on leave of absence.

1.3 POWERS AND RESPONSIBILITIES OF THE FACULTY.

1.3.1 The Faculty shall exercise powers and responsibilities in accordance with the Policies of the Board of Trustees of the State University of New York. By its own action or through its designated agencies, the Faculty:

1.3.1.1 Shall formulate statement of the philosophy and objectives of the College.

1.3.1.2 Shall formulate for the College broad educational policy concerning admission requirements, general degree requirements, new programs and changes in existing programs of instruction, student affairs, and other such matters.

1.3.1.3 Shall formulate policy concerning academic freedom and responsibility, Faculty evaluation, and other matters concerning the conditions of instruction, research, and service.

1.3.1.4 Shall have the obligation to participate significantly in the initiation, development, and implementation of the instructional, research, and service programs of the College.

1.3.1.5 May make recommendations to the President of the College regarding any matters affecting the Faculty or the College.

1.3.2 To assist in the discharge of its responsibilities, the Faculty shall participate as individuals in the work of the departments, divisions, faculties, and other units of the college. It is recognized that departments and/or divisions have the primary responsibility for faculty evaluations and recommendations to the President.

1.3.3 For the discharge of its responsibilities, the Faculty herein provides for a Faculty Senate, to which it delegates the authority to act in its behalf as provided in these Bylaws.

1.3.3.1 The Faculty may remand any issue to the Faculty Senate.

1.3.3.2 The Faculty may remand any matter from the agenda of the Faculty Senate to its own agenda, or it may require a report, or conduct a referendum in accordance with the provisions of Article IV.

1.4 OFFICERS.

1.4.1 The presiding officer of any meeting of the Faculty of the College shall be the chief administrative officer of the State University, or in his absence, the President of the College or a person he may designate as his surrogate.

1.4.2 The Secretary of the Faculty Senate shall be Secretary of the Faculty. In the absence of the Secretary, the presiding officer shall appoint a Secretary pro tempore. The Secretary shall keep minutes of each faculty meeting and shall be responsible for distributing copies of these to the members of the faculty. The Secretary of the Faculty Senate shall call the first meeting of any Committee of the Faculty for the purpose of organizing itself.

1.5 FACULTY MEETINGS.

1.5.1 Regular Meetings.

1.5.1.1 The Faculty shall meet at least once each semester.

1.5.1.2 The time and place of the meetings shall be set by the President of the College or his surrogate. The convening officer shall inform the members of the Faculty at least a week in advance of the time and place of each meeting.

1.5.2 Special Meetings.

1.5.2.1 The President of the College or his surrogate shall call a special meeting if requested to do so by the Faculty Senate or if petitioned by at least twenty members of the voting Faculty. Such meetings shall be held within seven days of the filing with the President of such requests or petitions.

1.5.3 Agenda.

1.5.3.1 The President of the College shall prepare and submit for all regular and special meetings of the faculty the agenda which shall include those items upon which the President wishes to consult or inform the Faculty; items resulting from a petition of twenty members of the voting Faculty submitted to the Secretary of the Faculty; matters referred by the Faculty Senate; elections, referenda, and amendments to these Bylaws.

1.5.3.2 Informational matters not included on the published agenda may be brought before the faculty when the presiding officer determines that their inclusion is in order. All other matters not included on the published agenda shall be in order only upon a two-thirds vote of the voting Faculty in attendance, providing a quorum is present.

1.5.4 Conduct of Meetings.

1.5.4.1 One third of the voting Faculty shall constitute a quorum for both regular and special meetings. When an announced faculty meeting fails to attain a quorum, business on the agenda of such meeting shall automatically be referred to the Faculty Senate whose subsequent action in the matter shall be deemed to be the will of the faculty. Exempted from this quorum requirement are informational meetings called to consider proposed amendments (see 5.3 below).

1.5.4.2 The rules contained in the latest edition of Robert's Rules of Order shall govern Faculty meetings in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or special rules of order of the Faculty.

1.5.4.3 All members of the faculty, whether voting or non-voting, and members of the College Council may attend Faculty meetings and speak before the assembly. Other guests may be invited at the discretion of an approval by the assembled faculty.

1.6 COMMITTEE FOR STUDENT AFFAIRS

1.6.1 Membership. The Executive Committee of the Faculty Senate shall appoint one teaching Faculty from each academic governance unit, one of whom must be a Senator. The Vice President for Student Affairs shall be a member and shall appoint ten members from the Student Affairs staff, three of whom shall be Resident Assistants. The President of the Student Association, after consulting the Student Association Senate, shall appoint sixteen members from the student body, with due consideration for appropriate representation among students enrolled in different curricula, graduate and undergraduate, among those who live on and off campus, and among upper and lower division students. The chairman shall be elected annually from the membership.

1.6.2 Responsibilities.

1.6.2.1 The committee shall receive in writing requests or proposals which the Student Association, the Faculty Senate, and individual students or faculty members place before it. It shall act promptly in reviewing requests and make recommendations to the Faculty and/or the Faculty Senate and/or the Student Association and/or to the President of the College for consideration. These recommendations may include policies and regulations which under Section 356 of the New York State Education Law (student conduct, housing, and safety) are the responsibility of the College Council and which become effective only when approved by the Council.

1.6.2.2 The Committee shall act as an advisory committee to the Vice President for Student Affairs relative to any matter he wishes to bring before it.

1.7 COMMITTEE ON MEMBERSHIP AND ELECTIONS.

1.7.1 Membership. The members shall be one elected member of the Faculty

Senate appointed by the Executive Committee of the Senate and four members of the faculty selected by the voting Faculty. The chairman shall be elected annually from the membership. Members shall serve two year staggered terms. Nomination and election shall take place concurrently with selection of Senators-at-large as prescribed in 2.2.2 and in the same manner. If a vacancy occurs on the Committee on Membership and Elections, the Committee shall conduct an election to fill the vacancy within 4 weeks.

1.7.2 Responsibilities. This committee shall:

1.7.2.1 By the end of the fifth week of the academic year, prepare rosters of all members of the Faculty and of the voting Faculty. It shall maintain the rosters during the year as changes of faculty status or new appointments make this necessary.

1.7.2.2 For voting purposes assign voting Faculty to college units as defined in 3.1.1.

1.7.2.3 Make annual apportionment of Senators among the governance units.

1.7.2.4 Make nominations and conduct election of Senators-at-large as provided in 2.2.2.

1.7.2.5 Make nominations and conduct the election of the University Senator(s) and Alternate(s) using the procedure provided in 2.2.2.

1.7.2.6 Appoint such members of Faculty and Faculty Senate committees as prescribed in these Bylaws.

1.7.2.7 Receive and transmit to the voting Faculty written proposals for referenda and amendments to these Bylaws.

1.7.2.8 Conduct all other balloting in which the entire voting Faculty participates.

1.7.2.9 Provide an annual report of its work to the faculty.

1.8 OTHER FACULTY COMMITTEES

1.8.1 The faculty may create such other committees (e.g., Ad Hoc Committee for Bylaws Review) as it deems necessary to exercise its powers and responsibilities outlined in 1.3.

ARTICLE II

The Faculty Senate

2.1 POWERS AND RESPONSIBILITIES OF THE FACULTY SENATE

2.1.1 The Faculty Senate shall have policy formulating authority for the Faculty in those matters specified in 1.3.1.1, 1.3.1.2, and 1.3.1.3 and policy reviewing and policy recommending authority in those matters specified in 1.3.1.5.

2.1.2 The Faculty Senate shall participate with the other duly constituted units of the College in fulfilling the responsibility to participate significantly in the initiation, development and implementation of the instructional, research, and service programs of the College.

2.1.3 The Faculty Senate may suggest items for the agenda of a meeting of the faculty and may propose a referendum by the faculty on any question.

2.1.4 The Faculty Senate shall consider any issue referred to it by the faculty as specified by 2.4.7.3.

2.1.5 Certain Standing Committees of the Faculty Senate are prescribed hereinafter. The Faculty Senate may create ad hoc committees. It may refer to any of its committees those matters which it deems appropriate as represented by the Executive Committee or by action from the floor.

2.1.6 The Faculty Senate shall distribute to all members of the faculty the minutes of all its meetings and annual reports of the work of its Standing Committees.

2.2 COMPOSITION OF THE FACULTY SENATE

2.2.1 The President of the College, his chief academic officer, the University Senator(s) and the University Senator Alternate(s), and six Senators-at-large elected by the voting Faculty shall be members of the Faculty Senate of the College at Plattsburgh.

2.2.1.1 The preparation of a slate of nominations for positions of Senator-at-large shall be the responsibility of the Committee on Membership and Elections. At least six weeks prior to the end of the Senate year, the Committee shall notify the faculty in writing of the impending election. It shall invite nominations by petition signed by ten or more voting Faculty. Such nominations shall be added to those made by the Committee. The combined list shall be distributed to the voting Faculty at least one week prior to the election.

2.2.1.2 Election shall be by secret ballot conducted in a manner prescribed by the Committee on Membership and Elections. To be valid a ballot may be cast for the number of positions to be filled or fewer but not more. Those candidates who receive a majority of the votes cast shall be elected. If not all the vacancies are filled by this procedure a second election shall be held among the nominees who received the next highest numbers of votes. The winner shall be determined by plurality in order to avoid additional runoff elections.

2.2.2 There shall be twenty Senators elected by the governance units according to the provisions of 3.2.2.

2.2.2.1 Each governance unit shall have at least one Senator, and the larger governance units shall have a Senator for approximately each twenty faculty members. The academic governance units shall be represented by sixteen Senators, allocated as follows: Humanities -3, Social Sciences -3, Science and Mathematics -3, Library - 1, and Professional Studies - 6. The professional governance units shall be represented by three Senators as follows: Student Affairs - 2, College Support Services - 1. The Administrative college unit shall have one elected Senator.

2.2.2.2 The Committee on Membership and Elections may change the number of senatorial positions allocated to a governance unit according to the ratio of one-to-twenty. A unit shall not be deprived of a Senator because of shifting faculty ratios until the shortest remaining term expires.

2.2.3 Only voting Faculty who have had one year or more of full-time faculty service in a college or university shall be eligible for membership in the Faculty Senate.

2.2.4 The elected Senators shall serve three-year terms, one-third being elected each year. No elected Senator may serve more than two consecutive terms.

2.2.5 If the post of a Senator-at-large becomes vacant, the Committee on Membership and Elections shall arrange an election to fill the vacancy according to the provisions of 2.2.2.1 and 2.2.2.2, unless the unexpired term is sixteen calendar weeks or less, in which case the Executive Committee of the Faculty Senate **shall** appoint a replacement. If the post of a Senator for a governance unit becomes vacant, that unit shall hold an election to fill the vacancy within four weeks.

2.2.6 Terms of office of all Senators shall begin at the designated commencement of the Senate year.

2.2.7 The Executive Committee shall appoint annually a Senate Parliamentarian from outside the Senate.

2.2.8 The President of the Student Association shall be designated as an ex-officio non-voting representative to all meetings of the Faculty Senate.

2.3 OFFICERS OF THE FACULTY SENATE

2.3.1 The officers of the Faculty Senate elected from among its own members shall be a Chairman, Vice Chairman, and Secretary, and such additional officers as the Senate may designate. A Recorder may be designated by the Chairman from outside the membership of the Faculty Senate to assist the Secretary.

2.3.2 The term of elected officers shall be one year beginning April 1, except that any officer of the Faculty Senate ceases to hold his office when he ceases to be a Senator. No elected officer shall serve more than three successive terms.

2.3.3 Officers shall be elected at the organizational meeting of the new Faculty Senate in March (see 2.4.2). Voting shall be by secret ballot, and election shall require a majority of the votes cast. Absentee or proxy ballots shall not be accepted.

2.3.4 If an office becomes vacant between regular elections, the Faculty Senate shall elect a replacement to complete the term in the manner prescribed in 2.3.3.

2.4 CALENDAR AND MEETINGS OF THE SENATE

2.4.1. The Faculty Senate year shall be from April 1 to March 31.

2.4.2 The newly elected Faculty Senate shall be convened by the incumbent Chairman each year in March for the sole purpose of organizing itself.

2.4.3. Regular meetings of the Faculty Senate shall normally be held once each month during the regular academic year. A second regular meeting may be convened in any month at the discretion of the Executive Committee if necessary to complete the Senate agenda. Special meetings shall be called by the Chairman of the Faculty Senate, either at his discretion or at the request of the Executive Committee of the Faculty Senate, or upon receipt of a petition for a special meeting signed by any five Senators.

2.4.4 The Chairman of the Faculty Senate shall preside at meetings of the Faculty Senate. In his absence, the presiding officer shall be the Vice Chairman, or in his absence, an alternate designated by the Chairman, or if none has been designated, a chairman pro tempore elected by the Faculty Senate.

2.4.5 The Faculty Senate shall keep minutes of all its meetings. Its secretary shall be responsible for distributing copies of these as its official reports to all members of the Faculty, all members of the College Council, and to the President and Secretary of the Student Association. The Secretary and the chief officer of the Library shall keep permanent files of the minutes.

2.4.6 Faculty members and members of the College Council may attend meetings of the Faculty Senate and may request the Executive

Committee to place items on its agenda. The Chairman may at his discretion invite guests to attend a meeting, and he may permit any person present to take part in discussions.

2.4.7 Notice and Agenda

2.4.7.1 Notice and a statement of the agenda of each meeting of the Faculty Senate shall be sent by the Secretary to all members of the Faculty and to the President and Secretary of the Student Association at least five days prior to the meeting.

2.4.7.2 Any Senator or the President of the Student Association in suggesting items for the agenda, including written reports, proposals, and motions, shall submit them in writing to the Secretary and to the Chairman for proper channeling.

2.4.7.3 Any member of the voting Faculty or a member of the College Council may suggest items for the Senate agenda by submitting a proposal in writing to the Secretary and to the Chairman.

2.4.7.4 Informational matters not included on the published agenda may be brought before the Faculty Senate when the presiding officer determines that their inclusion is in order; all other matters not included on the published agenda shall be in order only upon a two-thirds vote of the Faculty Senators present and voting.

2.4.8 A quorum of the Faculty Senate shall be two-thirds of its membership. The rules contained in _Robert's Rules of Order_, latest edition, shall govern meetings of the Faculty Senate in all cases to which they are not in conflict with these _Bylaws_ or special rules of order of the Faculty Senate.

2.5 EXECUTIVE COMMITTEE OF THE SENATE

2.5.1 The Executive Committee of the Faculty Senate shall consist of the Chairman, the Vice-Chairman, the Secretary, the University Senator(s), and two additional Senators elected annually by the Senate at its organizational meeting. The Chairman of the Committee may appoint an alternate from the membership of the Faculty Senate in the event of an absence from a meeting of the Executive Committee.

2.5.2 The Chairman of the Faculty Senate shall be the Chairman of the Executive Committee.

2.5.3 Responsibilities. The Executive Committee shall:

2.5.3.1 Review the general functioning of the Faculty Senate and recommend ways to improve its operation.

2.5.3.2 Prepare the agenda for meetings of the Faculty Senate and provide reports of all official actions to the Faculty Senate.

2.5.3.3 Appoint members of the Senate Committees as prescribed in these Bylaws.

2.5.3.4 Act as steering committee for the routing of proposals for consideration to the Faculty, to the Faculty Senate or any of its Committees, to units of the College, or to the President, as appropriate.

2.5.3.5 Act for the Faculty Senate on urgent matters at such times as it is clearly impractical or impossible to convene the Faculty Senate. Such action shall be reported to the Faculty Senate at its next meeting and shall require the official expression of the Senate on its disposition.

2.6 COMMITTEES OF THE FACULTY SENATE--GENERAL

2.6.1 In order to enable the Faculty Senate to carry out its functions, it shall establish the following standing committees: Undergraduate Studies, Graduate Studies, Faculty Affairs, College Services, and Budget and Resources.

2.6.2 The Faculty Senate may refer to its committees such matters as it deems appropriate. The committees shall be responsible to the Faculty Senate and shall bring their recommendations to the Faculty Senate except where otherwise specified.

2.6.3 Committees may include Senators, members of the Faculty who are not Senators, and students. In the selection of personnel for committees, provision shall be made, as far as it is practicable, for the representation of directly interested college units, and for gradual rotation of membership.

2.6.4 Unless otherwise specified by these Bylaws, the term of office of a member of a Senate Committee or its subcommittees shall commence on April 1 and shall be for one year. Should a vacancy occur in an elective position on any Senate Committee, the vacancy shall be filled for the remaining period of that term by a special election held by the appropriate agency within one month of the occurrence of the vacancy.

2.6.5 A committee shall elect its chairman annually from its members. A Senator who is a member of the committee shall be charged by the Chairman of the Faculty Senate with the duty of liaison between the committees of the Faculty Senate.

2.6.6 The Secretary of a committee shall be appointed from among its membership by the committee chairman. The Secretary shall provide members of the committee with an agenda at least one day in advance of each meeting. Each Senate committee shall maintain records and minutes of its proceedings. Copies of the minutes shall be forwarded regularly to the Secretary of the Faculty Senate which shall make these available to Faculty members requesting to see them, except as hereinafter provided.

2.6.7 A quorum of a committee shall be a majority of its membership.

2.6.8 Committees may create such subcommittees as they deem necessary unless otherwise specified in these Bylaws. The personnel of the subcommittee shall be selected by the parent committee, which shall inform the Chairman of the Senate of its selections.

2.6.9 Each committee shall provide an annual report of its work to the Faculty Senate and may provide minutes of its meetings to the Faculty. (Such distributed minutes shall state that the committee's actions are subject to Senate Action).

2.7 STANDING COMMITTEE ON UNDERGRADUATE STUDIES

2.7.1 Membership. This committee shall consist of one representative elected by each of the academic governance units, one representative elected by each of the professional governance units, two senators appointed by the Executive Committee of the Faculty Senate, two students appointed by the President of the Student Association, and the chief academic officer under the President of the College.

2.7.2 Responsibilities. This committee shall:

2.7.2.1 Formulate for the consideration of the Faculty Senate broad undergraduate policies of the College concerning admissions, degree requirements, academic standards, new programs and changes in existing programs of instruction, and other such matters.

2.7.2.2 Submit policy recommendations concerning new programs and changes in existing programs to the Standing Committee on Budget and Resources for review of financial implications prior to Faculty Senate actions.

2.7.2.3 Review and make recommendations concerning the initiation, development, and implementation of the instructional, research and service programs of the College.

2.7.2.4 Review and make recommendations on matters of academic concern brought to the Faculty Senate by the student government and consult with student representatives as appropriate in carrying out all its functions.

2.8 STANDING COMMITTEE ON GRADUATE STUDIES

2.8.1 Membership. This committee shall consist of fourteen members. Membership shall include: two Senators appointed by the Executive Committee of the Faculty Senate; eight voting Faculty, two elected by each of the four academic governance units which regularly offer graduate instruction; one elected by the Library unit; two graduate students appointed by the Committee on Student Affairs; and the Executive Dean of Graduate Studies.

2.8.2 Responsibilities. The Committee shall:

2.8.2.1 Formulate for the consideration of the Faculty Senate broad graduate educational policy of the College in all areas affecting the graduate program including admissions, degree requirements, academic standards, and new programs and changes in existing programs of graduate instruction.

2.8.2.2 Review and make policy recommendations concerning initiation, development and implementation of the graduate instructional, research and service programs of the College.

2.8.2.3 Review and make policy recommendations concerning proposed changes in existing programs and proposed new programs of graduate instruction offered by the College. Prior to submitting these recommendations to the Faculty Senate, it shall seek a judgment of the financial implications of the recommendations by the Standing Committee on Budget and Resources.

2.8.2.4 Establish a College-wide committee every third year with representation from all college units offering graduate programs and other appropriate Faculty and students to review graduate course offerings of the College for the purpose of making recommendations to the appropriate academic dean concerning course relevancy, duplication and/or overlap.

2.9 STANDING COMMITTEE ON FACULTY AFFAIRS

2.9.1 Membership. This committee shall consist of the Chairman of the Faculty Affairs Committee of each governance unit, hereinafter provided for (3.2.4) and two Senators elected by the Faculty Senate.

2.9.2 Responsibilities: This Committee shall:

2.9.2.1 Review and make recommendations relative to policies concerning academic freedom and responsibility, professional standards, appointment, termination or continuation of services, promotion, continuing appointment, salary adjustment and emeritus status.

2.9.2.2 Review and make recommendations on policies regarding professional welfare such as leaves of absence, work load, professional rights and privileges.

2.9.2.3 Establish and implement procedures consistent with the Policies of the Board of Trustees of State University, and with recognized principles of due process, for receiving and considering charges of misconduct, incompetence, or unethical practice on the part of any member or members of the faculty; and for receiving and considering complaints, not grievable at any time under the contract of the negotiating unit, submitted to it by any member or members of the Faculty. If the committee accepts the case as being within its jurisdiction, its findings and recommendations for specific action shall be made known to the person or persons who submitted the complaint and to those against whom the complaint is lodged. The Committee may also authorize its subcommittees to report their findings and recommendations to the Standing Committee or to the Faculty Senate.

2.9.2.4 Review and make recommendations concerning policies dealing with Faculty research.

2.9.2.5 Consult with and advise the appointing officer concerning administrative appointments and reappointments and reappointments at the college level.

2.9.3. Term of Office.

2.9.3.1 The two members of the Senate elected by the Faculty Senate shall serve from April 1 to March 21.

2.9.3.2 The chairpersons of the unit Faculty Affairs Committees shall serve on the Standing Committee from July 1 to June 30.

2.9.3.3 Unit Faculty Affairs Committees shall be elected and organized before the end of the academic calendar and after unit elections (3.2.4). The incumbent chairperson shall call this organizational meeting.

2.10 STANDING COMMITTEE ON COLLEGE SERVICES

2.10.1 Membership. This committee shall consist of one Senator from the academic college unit of Library and another Senator, both appointed by the Executive Committee of the Faculty Senate, and three voting Faculty appointed by the Faculty Committee on Membership and Elections, and two student representatives appointed by the Student Association.

2.10.2 Responsibilities. This committee shall review and make recommendations on policies concerning:

2.10.2.1 Library, audio-visual, and computer facilities and services.

2.10.2.2 Food Services

2.10.2.3 The Book Store.

2.10.2.4 The College Union.

2.10.2.5 Clerical, technical, and other services which support the educational objectives of the College.

2.11 STANDING COMMITTEE ON BUDGET AND RESOURCES

2.11.1 Membership. This Committee shall consist of the Vice-Chairman of the Faculty Senate, two additional Senators appointed by the Executive Committee of the Faculty Senate, two Voting Faculty appointed by the Faculty Committee on Membership and Elections, the chief academic officer under the President of the College, the chief financial officer under the President of the College, and the Facilities Program Coordinator.

2.11.2 Responsibilities. This committee shall review and make recommendations on policies concerning

2.11.2.1 College Budget and Resources.

2.11.2.2 Administrative organization of the College.

2.11.2.3 The College building program.

ARTICLE III

3.1 ORGANIZATION AND FUNCTIONS

3.1.1 A Governance unit is a subdivision of the College which includes Faculty whose primary function is teaching research, or service to the College and community.

3.1.1.1 Academic governance units. Academic governance units are the Faculties of Humanities, Social Sciences, Professional Studies, Science and Mathematics, Library and other such academic governance units as may be created with specific curricular goals.

3.1.1.2 Professional governance units. The professional governance units are Student Affairs and remaining professional staff which shall be called College Support Services.

3.1.1.3 Administrative governance unit. The administrative governance unit consists of the Administrative staff.

3.1.2 The several governance units shall be the component parts of the governmental structure of the Faculty to the extent proviced by these Bylaws. The Faculty Senate shall review proposals for new or reorganized governance units.

3.1.2.1 A proposal for a governance unit may be made by a petition of its prospective members to the Chairman of the Faculty Senate for Senate action to establish the governance unit in accordance with 3.1.1.

3.1.2.2 A change in an existing governance unit can be initiated by a two-thirds majority of its members petitioning the Chairman of the Faculty Senate requesting a change in its status, composition, and/or representation.

3.1.3 Each governance unit shall be responsible for the conduct, evaluation, and improvement of those programs under its jurisdiction in terms of initiating appropriate action to the Faculty Senate.

3.1.4 Each governance unit shall meet as necessary during the academic year to carry out its faculty business. For this purpose, a quorum shall consist of a majority of its members in residence. A meeting shall be called upon the petition to the chief officer of the appropriate administrative unit of 20% of the membership of the governance unit.

3.1.5 The chief officers of administrative units shall be appointed, reappointed or terminated by the President of the College after consultation with the appropriate governance unit's Faculty Affairs Committee.

3.1.6 Matters within the jurisdiction of a governance unit shall normally reach the Faculty Senate for action only when they fall within the jurisdiction of the Faculty Senate as specified in 2.1.

3.1.7 Procedures not prescribed in these Bylaws are left for determination by the governance unit.

3.2 COMMITTEES AND ELECTIONS

3.2.1 Each governance unit may create such committees as are needed to carry out its functions.

3.2.2 In accordance with the provisions of 2.2.2 each governance unit shall elect its representatives to the Faculty Senate. Elections shall take place at least four weeks and not more than six weeks before the beginning of the Senate year. Voting shall be by secret ballot with provision made for write-in candidates, and election shall require a majority of the votes cast. When there is more than one vacancy to fill at a time, the nomination and election shall be conducted separately for each position.

3.2.3 In accordance with the provisions of 2.8.1, each academic governance unit shall elect for a two-year term its representatives to the Standing Committees on Undergraduate Studies and Graduate Studies. Voting shall be by secret ballot with provision made for write-in candidates, and election shall require a majority of the votes cast.

3.2.4 Each governance unit shall elect a Faculty Affairs Committee of not less than three members for two-year terms. Voting shall be by secret ballot with provision made for write-in candidates, and election shall require a majority of the votes cast. Where there is more than one vacancy to fill at a time, the nomination and election shall be conducted separately for each position. Unit Faculty Affairs Committees shall be elected and organized before the May 15th immediately prior to the beginning of their term. Unit Faculty Affairs Committees shall serve from July 1 to June 30. The Faculty Affairs Committee of the governance unit

3.2.4.1 Shall make appropriate recommendations to the chief officer of the administrative unit regarding all matters of professional welfare of its faculty including such concerns as leaves of absence, work load, professional rights and privileges, academic freedom and physical conditions of work.

3.2.4.2 Shall advise and consult (at the level of the governance unit) with the appointing office of the administrative unit concerning candidates for administrative appointments and reappointments.

3.2.4.3 Receive and consider complaints, not grievable at any time under the contract of the negotiating unit, submitted to it by any member or members of the governance unit. If the committee accepts the case as being within its jurisdiction, its findings and its recommendations for specific action(s) shall be made known to the person or persons who submitted the complaint, and to those against whom the complaint is lodged. The chief officer of the administrative unit and the President of the College may also be notified of the findings and recommendations if the committee deems such notification appropriate. When unable to resolve a complaint the committee shall, with the concurrence of the originator or originators of the complaint, refer it to the Standing Committee on Faculty Affairs.

3.2.4.4 May make periodic recommendations to the President of the College of the names of Faculty members to be considered for promotion, continuing appointment, termination or continuation of services, reappointment, salary adjustment, and emeritus status. In the preparation of its recommendations, the Committee shall consult with the chief officer of the administrative unit. (note 1.3.2)

3.2.4.5 Shall evaluate deans and associate deans during every third year of the individual's appointment. The means of evaluation shall be worked out jointly between the person being evaluated and the appropriate F. A. Committee.

3.2.4.6 May consult with the chief officer of the administrative unit concerning new appointments to the unit.

ARTICLE IV

Referendum

4.1 Questions may be submitted to the Voting Faculty for referendum by the Faculty Senate or by ten percent of the Voting Faculty upon submission of a written petition.

4.2 Proposed questions shall be submitted in writing through the Committee on Membership and Elections to the members of the Voting Faculty. At least one week but not more than three weeks after the question has been circulated, the President or his surrogate shall convene a meeting of the Voting Faculty to consider the issue. The Committee on Membership and Elections shall conduct the referendum according to procedures which it has established. Such balloting shall be carried out within one week of the adjournment of the meeting. A deciding vote on the question shall require that at least two thirds of the Voting Faculty casting ballots or an absolute majority of the total Voting Faculty support the issue.

ARTICLE V

Amendment and Revision

5.1 The Bylaws shall be reviewed/revised every fifth year by an Ad Hoc Committee appointed by the Executive Committee of the Faculty Senate, this appointment to take place in the year previous to the actual review and/or revision.

5.2 Amendments to these Bylaws may be proposed by the Faculty Senate or by ten percent of the Voting Faculty upon submission of a written petition.

5.3 Proposed amendments and revisions shall be submitted in writing through the Committee on Membership and Elections to the members of the Voting Faculty. At least one week but not more than three weeks after the proposal has been circulated, the President or his surrogate shall convene an informational meeting of the Voting Faculty, the purpose of such meeting being to inform the Faculty of the rationale and intent of the proposed amendment(s). (If, as a result of this meeting, the Chairman of the Faculty

Senate, or his surrogate, determines that the proposed amendment requires revision before going to the ballot, he shall so direct the sponsor of the proposed amendment. Such revision must be completed within two weeks and be re-presented to another informational Faculty meeting, after which the balloting procedure shall take place.) The Committee on Membership and Elections shall conduct the balloting according to procedures which it has established. Such balloting shall be carried out within ten days of the adjournment of the informational meeting(s). A deciding vote on the amendment or revision shall require either an absolute majority of the total Faculty or a two-thirds majority of those casting ballots.

5.4 Minor changes in these Bylaws (see Glossary) may be recommended by the Executive Committee of the Faculty Senate (pursuant to 2.5.3.4) for consideration by the Senate. It shall require a three-fourths majority of the total Senate membership to rule that any such proposed change is a minor change, and it shall require a subsequent three-fourths majority of the total Senate membership to adopt the proposed minor change. Such changes are to be reported to all Faculty by the agenda and minutes of the Faculty Senate meetings and are subject to recall by the Faculty as provided in 1.3.3.2.

ARTICLE VI

Ratification

6.1 Upon ratification of these Bylaws it shall be understood that said Bylaws are in immediate effect except that:

6.1.1 It shall be understood that in any matter specifically covered or interpreted to be covered, between SUNY and the bargaining agent of the negotiating unit, the agreement shall take precedence.

6.1.2 Such ratification shall not affect the emoluments and duties of officers elected for the academic year 1973-1974.

6.1.3 Such ratification shall not affect the emoluments, duties, and terms of office of members of the incumbent Faculty Senate until such time as the respective terms of individual members expire. Incumbent members shall be eligible for reelection under Article 2.2 and, especially, sections 2.2.3.2, 2.2.5, and 2.2.6.

GLOSSARY

To Advise: to offer information, opinion or recommendations when the opportunity to do so is clearly recognized.

To Consult: to confer with delegated representatives of a group or institution for the explicit purpose of exchanging information and/or attitudes. *To effect consultation it shall be assumed:

1. That opportunity will exist for each party to express its views and to have its views made a matter of record;

2. That each party will respond directly and candidly to request for the views of the other party;

3. That the ends sought, although not always achieved or achievable, are understanding, agreement and decisions satisfactory to the consulting parties.

To Delegate: to entrust authority.

Governance Units: It shall be understood that "Governance Units" refer to legislative groups established by the Faculty for purposes of effecting provisions of the Bylaws. "Governance Units" should not be confused with "Administrative Units" established by the President in accordance with Trustees' Policies.

Majority: a whole number greater than one half of the total votes cast but excluding abstentions.

To Participate Significantly: to exchange information and attitudes at a time sufficiently prior to decision making to allow the decisions to be influenced.

Minor Changes in the Bylaws: changes intended to improve the clarity and consistency of the Bylaws language, or to adjust the terminology of the Bylaws to changes in the College organization, in the Trustees' Policies, etc. Excluded from this category of changes are any which would alter the powers and responsibilities assigned within these Bylaws to the Faculty, the Faculty Senate, or Committees, and any which would alter the composition of the Faculty Senate or its Committees.

Passed by Faculty Senate September 18, 1973.

Approved by President Angell October 12, 1973.

Amended by Faculty Senate November 12, 1974.

Approved by President Burke April 22, 1975.

Amended by Faculty Senate February 4, 1975.

Approved by President Burke April 22, 1975.

APPENDIX B

MAINTENANCE OF ORDER ON CAMPUS: FACULTY STATEMENT

American colleges and universities have long cherished the tradition of institutional autonomy. Disruptive actions of militant students and faculty can profoundly threaten that autonomy because those actions may provoke distrust and hostility and lead to counter-measures on the part of other students, government, and public. Disruptive acts can only be compounded by vengeful reprisals, repressive legislation, punitive reduction of public or private financing of higher education that will penalize all students alike or the withdrawal of outside initiative, of grants from students alleged to have taken parts in riots. In fact, it is just this situation that has led to the enactment of Article 129-A by the New York State Legislature. This article mandates a "Regulation by colleges of conduct on campuses and other college property used for educational purposes."

The procedures and policy set forth here constitute a statement which is intended to comply with that portion of the law which applies to faculty, other staff, visitors, licensees and invitees. The faculty of this College believes that existing, regular academic procedures provide for adequate sanctions against faculty who engage in disruptive practices. The faculty of this College also believes that it would be both unjust and destructive of institutional autonomy for additional punitive measures or external regulatory procedures to be imposed by outside authority as a consequence of institutional discipline. Consequently, it is the attempt here to provide for adequate self-regulation while thoroughly safeguarding the cherished academic freedom and self-government which are the necessary conditions to academic greatness and to the freedom of the nation.

We recognize that demonstrations and confrontations on campuses across the nation are frequently a manifestation of deep and sometimes profoundly moral discontent arising out of social injustice, public policy and, in some cases, out of inefficiency, irresponsibility and irresponsiveness within the institutions themselves. It is necessary for all members of the academic community to seek appropriate remedies, encourage necessary change and discourage disruptive action.

The State University College of New York at Plattsburgh, like other colleges and universities, is committed to encourage and preserve the free search for truth and its free exposition throughout the academic community. All members of the College are free within the law to engage in protest and dissent or support and assent in a peaceful orderly manner that does not attempt to restrain the freedom of expression, inquiry or movement of others. All members of the College have the right of free access to the activities of the institution without physical interference, harassment, intimidation or coercion. Each faculty member is obligated to conduct himself lawfully, maturely and responsibly and shares the responsibility of maintaining standards of behavior essential to the orderly conduct and safety of the College's function as an educational institution. Those faculty who disrupt the institution's orderly conduct of its affairs or who obstruct or physically interfere with the personal or property rights or safety of others will be subject to charges and possible sanctions determined through orderly procedures of due process. The situation may conceivably arise that the maintenance of academic order becomes a task beyond the powers of regularly constituted institutional agencies. In such a situation, responsible administrative officers, after consultation with the executive committees of the Faculty Senate and the Student Association, may be required to call upon assistance from civil authorities. The decision to call upon assistance from civil authorities must be made in the spirit of service to academic criteria and for the purpose of maintaining public order, and not out of political expediency. Thereafter, every effort should be made to restore ordinary academic processes as quickly as possible.

The foregoing statement is consonant with the personnel policies of the College and with the policy statements of the American Association of University Professors. It is based, in part, on the College "Guidelines" and on the "Resolution on Campus Disruption" of the AAUP approved at the Fifty-fifth Annual Meeting May 2-3, 1969.

Definitions:

1. Faculty Member	Any person employed by the State University College at Plattsburgh and who falls within the definition contained in Article 1, Section 1.1 of the Faculty Bylaws.
2. Other Staff	Any person employed full or part-time by the State University College at Plattsburgh not included in the above definition of Faculty.
3. Licensee and Invitee	Any person who is under contract or other kind of arrangement with the State University College at Plattsburgh to supply goods and/or services to the College or its related agencies or any person who comes to the campus of the State University College at Plattsburgh as a result of an invitation of any student or student group recognized by the College or of any faculty or staff member or official faculty or staff group, of any individual or organization which utilizes the facilities of the College.
4. Visitors	Any person, excluding all of the above, who enters the buildings and/or grounds of the State University College at Plattsburgh.

Any faculty member who disrupts the institution's orderly conduct of its affairs or who obstructs or physically interferes with the personal or property rights and/or the safety of others may be ejected from the institution by the security officer of that institution and may be charged with misconduct, thereby subjecting himself to the kind and method of disciplinary action outlined in Article XIV, Title D of the Personnel Policies of the State University of New York Board of Trustees. Such disciplinary action may, once due process has been followed, result in censure, suspension or termination of the appointment. Misconduct is a serious charge. Indeed, Article XIV, of the Policies of the Board of Trustees of the State University of New York includes it as one of three causes whereby the services of members of the academic staff may be terminated at any time, continuing appointment notwithstanding Title D of this article is most specific and detailed. It notes the due process accorded the faculty member so charged. Faculty whose consciences demand that they express dissent through law violation must be prepared to accept the due processes and the penalties of the law. They should not expect amnesty either from the effects of the law or from academic discipline of their colleagues. Acceptance of the due process and the penalties of the law in no way should be construed to relieve the faculty member so charged of charges of misconduct which might be properly brought against him.

The Faculty Bylaws of the State University College of Arts and Science at Plattsburgh has delegated to its Standing Committee on Faculty Affairs the responsibility for receiving and considering charges of misconduct. This is contained in Section 3.9.23 of the Bylaws. The Bylaws make no such delegation of responsibility or authority to academic unit faculty affairs committees of any responsibility for receiving and considering charges of misconduct. Clearly, then, this is the province of the Standing Committee on Faculty Affairs. Due process shall be accorded the faculty member charged with misconduct on this campus of State University of New York as follows:

1. Notice: When the Standing Committee on Faculty Affairs of this College receives a signed complaint against a member of the faculty containing allegations which, if true, either might serve as grounds for dismissal for cause OR some lesser academic sanction such as reprimand or censure, the Committee shall then cause an investigation of the complaint to be conducted.

2. If the Committee believes that charges should be brought against such person, the complaint together with such information as has been developed shall be transmitted to the chief administrative officer of the College for action by him as outlined in Title D of Article XIV, of the Policies of the Board of Trustees. If he believes that charges should not be brought against such person, he may return the complaint and information to the Standing Committee on Faculty Affairs for further consideration.

3. If the Committee believes that charges should not be brought against such person but does believe that the complaint together with information available contain allegations which, if true, might serve as grounds for some lesser academic sanction, then the Committee shall cause a hearing to be conducted.

4. Conduct of Hearing. Such hearings will be conducted in accordance with rules established for grievance proceedings conducted by the Standing Committee on Faculty Affairs.

Other staff members of the State University College at Plattsburgh, visitors, licensees and invitees of the College are subject to all civil laws and Civil Service regulations, and any of the above who interfere with or attempt to interfere with the orderly operation of the College by harassment, intimidation, disorderly conduct, loitering, criminal trespass or other illegal acts shall be ejected by the institution's security officers and shall be reported to appropriate civil authorities.

MAINTENANCE OF ORDER
REGULATIONS AND PROCEDURES GOVERNING DISRUPTIVE ACTIVITIES OF STUDENTS ON CAMPUS

The College is committed to encourage and preserve freedom of inquiry and freedom of expression throughout the academic community. All students of the College have the right of free access to the activities of the institution without physical interference, harassment or intimidation. The College provides means for students who participate in policy making decisions and to discuss their problems directly with faculty and administration with the expectation that appropriate and expeditious actions in academic and non-academic matters may be anticipated through established democratic channels. Each student of the College is obligated to conduct himself lawfully, maturely and shares the responsibility for maintaining standards of behavior essential to the orderly conduct and continuity of the College's function as an educational institution. Students similar to other members of the College are free within the law to manifest protest and dissent or support and assent in a peaceful, orderly manner that does not restrain or attempt to restrain the freedom of expression, inquiry or movement of others. A student who disrupts the operation of the College or obstructs or physically interferes with the personal or property rights and/or safety of others on the campus may be ejected from the campus by the security officers of this College and charged with misconduct by the College in accordance with established due process as set forth in the handbook of College regulations.

The College has an obligation to assure the continuity of the educational process by providing for the safety of individuals, the protection of property, and the maintenance of public order. In the event this continuity is threatened, however, the following procedures will be initiated:

1. College Security Officers will be called to maintain order and protect property.

2. The Student Government President will request those persons causing disruption to cease and to work through established student government channels to achieve their goals.

3. The President may convene an advisory body consisting insofar as possible of the following: Executive Committee of the Faculty Senate, Director of Safety and Security, members of the College Council, Executive Council of the Student Association, President of the Alumni Association, Vice President for Academic Affairs, Vice President for Student Affairs, Assistant to the President for Business Affairs, and Assistant to the President for Community Relations.

4. Students participating in the dirsuptive activity will be asked to cease and desist and to meet promptly with College officials to discuss specifically the problems which caused the disruption. If there is non-compliance, the students will be informed that the College will proceed through legal channels as follows:

   4.1 A restraining order will be obtained from an appropriate court and served promptly.

   4.2 If students fail to comply with the restraining order, a contempt order will be obtained and all other appropriate aid from civil authorities will be sought.

5. In the event civil action has been taken, the College will cooperate fully with civil authorities. Furthermore, after civil action has been completed, the College will review the activities of the students to determine whether or not college regulations have been violated and in accordance with due process, take appropriate action. Students should not expect amnesty either from the effects of civil law or College disciplinary action.

6. The President may suspend students immediately, require their ejection, and prepare charges for a hearing in accordance with due process.

7. College officials will not discuss student demands under conditions of harassment, coercion, intimidation or during any disruptive activities.

PART B -- APPENDIX "A"

The following College regulations apply as published in Handbook of Regulations and Information for Students:

College Discipline and Civil Law

Students are expected to abide by local, state and Federal laws. This institution will provide no sanctuary for those who violate such laws. A student tried and convicted by a civil or criminal court may also thereby be considered in breach of College discipline, but the College must prove, by means of a hearing and due process safeguards, that the student has acted in a way that adversely affects or seriously interferes with the normal educational function of the College, or that injures or endangers the welfare of any other members of the College Community.

Regulations

Violation of the following regulations will subject the violator to disciplinary action by the College:

1. Any offensive or disorderly act, obscene language or display which interferes with the rights of any person on the College campus is prohibited.

2. Willful or careless destruction or defacement of College property is prohibited.

3. Willful falsification of information on College records is prohibited.

4. Removal of books and/or other material from the College Library without following prescribed check out procedure is prohibited. Students with books and/or material in their possession improperly checked out will be considered as knowingly participating in the use of stolen articles.

5. Violation of College parking regulations is prohibited. Faculty, staff and students are given College parking regulations.

6. Active participation in a riot on the College campus is prohibited.

7. Entering any College building except in accordance with established regulations is prohibited. Students should be given general regulations for entry and use of all College buildings.

8. Illegal possession of or using dangerous drugs, as defined in the New York State Penal Law, or hallucinatory chemicals is prohibited.

9. Possession or use of fireworks on the College campus or College-approved rooming houses is prohibited.

10. Giving false alarm of fire by voice, sign or alarm or tampering with fire alarms or any auxiliary fire alarm device or tampering with fire fighting equipment is prohibited.

11. Hazing in every form is prohibited. Hazing is considered to be interference with personal liberty of others and includes any act of domination by some students over others which may lead to injury, emotional disturbances, physical discomfort or humiliation.

12. Use of the name of the College is prohibited unless specifically authorized in writing by the President of the College or his delegated representative.

13. Theft of property on the College campus or possession of property illegally procured is prohibited.

14. A student aiding and abetting another person in the violation of a College regulation will be subject to disciplinary action.

15. Door-to-door soliciting on campus by individuals or groups is prohibited.

16. Visitors to the campus of the State University College of Arts and Science at Plattsburgh are welcome. However, they are subject to all civil laws.

17. Persons not officially connected with this College who attempt to interfere with the process of self-governance on campus by harassment, intimidation, disorderly conduct, loitering, criminal trespass or other illegal acts will be reported to Civil Authorities in accordance with the New York State Penal Law.

18. Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions, or of other authorized activities on University premises is prohibited.

19. Failure to comply with directions of University officials acting in the performance of their duties will result in disciplinary action.

20. The possession or consumption of alcoholic beverages on campus is prohibited except under guidelines established by the Student Association and approved by the Vice President for Student Affairs.

21. The inter-visitation in student rooms of College Residence is allowed only under conditions and guidelines approved by the Vice President for Student Affairs.

22. Students are prohibited from carrying or containing firearms on campus or in College Registered Housing without the express and specific written approval of the Vice President for Student Affairs.

23. REGULATION GOVERNING VISITORS TO CAMPUS (See 16 above)
Persons not officially connected with this college who attempt to interfere with the process of self-governance on campus by harassment, intimidation, disorderly conduct, loitering, criminal trespass or other illegal acts will be reported to Civil Authorities in accordance with the New York State Penal Law.

Visitors to the College Union and residence halls must be guests of students, faculty or staff members. Others may be denied access to these facilities. Visitors whose conduct is considered by College Officials as inappropriate, even though they are guests of students may be denied access to these facilities and other college facilities.

Disciplinary Actions

Official disciplinary action is of four types: Reprimand, Social Probation, Suspension and Dismissal. A REPRIMAND is a written statement by the Vice President for Student Affairs censuring the student for violation of College regulations and warning him that further violation will result in more severe disciplinary action. SOCIAL PROBATION is a status given a student for a specified period of time during which his social activities may be restricted by one or more specific directives. During the period of social probation, further violation of College regulations, after a hearing with due process safeguards, may result in immediate dismissal from the College. SUSPENSION is an involuntary separation of the student from the College for a specified period of time or until specified conditions are met. At the termination of the suspension period, or when the specified conditions are met, readmission, through the Admissions Office, is automatic. DISMISSAL is an involuntary separation from the College without condition. A student who has been dismissed will not be considered for readmission until at least six months have elapsed.

A written statement announcing and describing disciplinary action will be transmitted to the student, a copy sent to the parent, or guardian and a copy inserted in the student's personal file.

STATE UNIVERSITY OF NEW YORK
Thurlow Terrace
Albany, New York

Rules and Regulations for maintenance of public order on premises of state operated institutions of the State University of New York adopted by the Board of Trustees of the State University on June 18, 1969, and amended by the Executive Committee of the Board of Trustees on July 10, 1969, as amended by the Board of Trustees of State University of New York at a special meeting April 9, 1970.

1. Statement of Purpose. The following rules are adopted in compliance with Section 6450 of the Education Law and shall be filed with the Commissioner of Education and the Board of Regents on or before July 20, 1969, as required by that section. Said rules shall be subject to amendment or revision and any amendments or revisions thereof shall be filed with the Commissioner of Education and Board of Regents within ten days after adoption. Nothing herein is intended, nor shall it be construed, to limit or restrict the freedom of speech nor peaceful assembly. Free inquiry and free expression are indispensable to the objectives of a higher educational institution. Similarly, experience has demonstrated that the traditional autonomy of the educational institution (and the accompanying institutional responsibility for the maintenance of order) is best suited to achieve these objectives. These rules shall not be construed to prevent or limit communication between and among faculty, students and administration, or to relieve the institution of its special responsibility for self regulation in the preservation of public order. Their purpose is not to prevent or restrain controversy and dissent but to prevent abuse of the rights of others and to maintain that public order appropriate to a college or university campus without which there can be no intellectual freedom and they shall be interpreted and applied to that end.

2. Application of Rules. The rules shall apply to all state-operated institutions of the State University. These rules may be supplemented by additional rules for the maintenance of public order heretofore or hereafter adopted for any individual institution, approved and adopted by the State University Trustees and filed with the Commissioner of Education and Board of Regents, but only to the extent that such additional rules are not inconsistent herewith. The rules hereby adopted shall govern the conduct of students, faculty and other staff, licensees, invitees and all other persons, whether or not their presence is authorized, upon the campus of any institution to which such rules are applicable and also upon or with respect to any other premises or property, under the control of such institution, used in its teaching, research, administrative, service, cultural, recreational, athletic and other programs and activities, provided, however, that charges against any student for violation of these rules upon the premises of any such institution other than the one at which he is in attendance shall be heard and determined at the institution in which he is enrolled as a student.

3. Prohibited Conduct. No person, either singly or in concert with others shall:

    (a) Willfully cause physical injury to any other person, nor threaten to do so for the purpose of compelling or inducing such other person to refrain from any act which he has a lawful right to do or to do any act which he has a lawful right not to do.

    (b) Physically restrain or detain any other person, nor remove such person from any place where he is authorized to remain.

    (c) Willfully damage or destroy property of the institution or under its jurisdiction, nor remove or use such property without authorization.

    (d) Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff member.

    (e) Enter upon and remain in any building or facility for any purpose other than its authorized uses or in such manner as to obstruct its authorized uses or in such manner as to obstruct its authorized use by others.

    (f) Without authorization, remain in any building or facility after it is normally closed.

    (g) Refuse to leave any building or facility after being required to do so by any authorized administrative officer.

    (h) Obstruct the free movement of persons and vehicles in any place to which these rules apply.

    (i) Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings or deliberately interfere with the freedom of any person to express his views, including invited speakers.

(j) Knowingly have in his possession upon any premises to which these rules apply, any rifle, shotgun, pistol, revolver or other firearm or weapon without the written **authorization** of the chief administrative officer whether or not a license to possess the same has been issued to such person.

(k) Willfully incite others to commit any of the acts herein prohibited with specific intent to procure them to do so.

4. Freedom of Speech and Assembly, Picketing and Demonstrations.

(a) No student, faculty or other staff member or authorized visitor shall be subject to any limitation or penalty solely for the expression of his views nor for having assembled withothers for such purpose. Peaceful picketing and other orderly demonstrations in public areas of ground and building will not be interfered with. Those involved in picketing and demonstrations may not, however, engage in specific conduct in violation of the provisions of the preceding section.

(b) In order to afford maximum protection to the participants and to the institutional community, each state-operated institution of the State University shall promptly adopt and promulgate, and thereafter continue in effect as revised from time to time, procedures appropriate to such institution for the giving of reasonable advance notice to such institution of any planned assembly, picketing or demonstration upon the grounds of such institution, its proposed locale and intended purpose, provided, however, that the giving of such notice shall not be made a condition precedent to any such assembly, picketing or demonstration and provided, further that this provision shall not supersede nor preclude procedures in effect at such institution for obtaining permission to **use the** facilities thereof.

5. Penalties. A person who shall violate any of the provisions of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall:

(a) If he is a licensee or invitee, have his authorization to remain upon the campus or other property withdrawn and shall be directed to leave the premises. In the event of his failure or refusal to do so, he shall be subject to ejection.

(b) If he is a trespasser or visitor without specific license or invitation, be subject to ejection.

(c) If he is a student, be subject to expulsion or such lesser disciplinary action as the facts of the case may warrant, including suspension, probation, loss of privileges, reprimand or warning.

(d) If he is a faculty member having a term or continuing appointment, be guilty of misconduct and be subject to dismissal or termination of his employment or such less disciplinary action as the facts may warrant including suspension without pay or censure.

(e) If he is a staff member in the classified service of the civil service, described in Section 75 of the Civil Service Law, be guilty of misconduct and be subject to the penalties prescribed in said section.

(f) If he is a staff member other than one described in subdivisions (d) and (e), be subject to dismissal, suspension without pay or censure.

6. Procedure

(a) The chief administrative officer or his designee shall inform any licensee or invitee who shall violate any provisions of these rules (or if the rules of any individual institution supplementing or implementing these rules) that his license or invitation is withdrawn and shall direct him to leave the campus or other property of the institution. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus property.

(b) In the case of any other violator, who is neither a student nor faculty or other staff member, the chief administrative officer or his designee shall inform him that he is not authorized to remain on the campus or other property of the institution and direct him to leave such premises. In the event of his failure or refusal to do so such officer shall cause his ejection from such campus or property. Nothing in this subdivision shall be construed to authorize the presence of any such person at any time prior to such violation nor to affect his liability to prosecution for trespass or loitering as prescribed in the Penal Law.

(c) In the case of a student, charges for violation of any of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be presented and shall be heard and determined in the manner hereinafter provided in Section 535.9 of this Part.

(d) In the case of a faculty member having a continuing or term appointment, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined in accordance with Title D of Part 338 of the policies of the Board of Trustees.

(e) In the case of any staff member who holds a position in the classified civil service, described in Section 75 of the Civil Service Law, charges of misconduct in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be made, heard and determined as prescribed in that section.

(f) Any other faculty or staff member who shall violate any provision of these rules (or of the rules of any individual institution supplementing or implementing these rules) shall be dismissed, suspended or censured by the appointing authority prescribed in the policies of the Board of Trustees.

7. Enforcement Program.

(a) The chief administrative officer shall be responsible for the enforcement of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he shall designate the other administrative officers who are authorized to take action in accordance with such rules when required or appropriate to carry them into effect.

(b) It is not intended by any provision herein to curtail the right of students, faculty or staff to be heard upon any matter affecting them in their relations with the institution. In the case of any apparent violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) by such persons, which, in the judgment of the chief administrative officer or his designee, does not pose any immediate threat of injury to person or property, such officer may make reasonable effort to learn the cause of the conduct in question and to persuade those engaged therein to desist and to resort to permissible methods for the resolution of any issues which may be presented. In doing so, such officer shall warn such persons of the consequences of persistence in the prohibited conduct, including their ejection from any premises of the institution where their continued presence and conduct is in violation of these rules (or of the rules of any individual institution supplementing or implementing these rules).

(c) In any case where violation of these rules (or of the rules of any individual institution supplementing or implementing these rules) does not cease after such warning and in other cases of willful violation of such rules, the chief administrative officer or his designee shall cause the ejection of the violator from any premises which he occupies in such violation and shall initiate disciplinary action as hereinbefore provided.

(d) The chief administrative officer or his designee may apply to the public authorities for any aid which he deems necessary in causing the ejection of any violator of these rules (or of the rules of any individual institution supplementing or implementing these rules) and he may request the State University counsel to apply to any court of appropriate jurisdiction for an injunction to restrain the violation of threatened violation of such rules.

Section 7. Said Part is hereby amended by adding a new section, to be Section 535.9, reading as follows:

(a) The term "chief administrative officer" as used in these rules shall be deemed to mean and include any person authorized to exercise the powers of that office during a vacancy therein or during the absence of disability of the incumbent.

(b) Whenever a complaint is made to the chief administrative officer of any state-operated institution of the University of a violation be a students of the rules prescribed in this Part (or of any rules adopted by an individual institution supplementing or implementing such rules) or whenever he has knowledge that such a violation may have occurred, he shall cause an investigation to be made and the statements of the complainants, if any, and of other persons having knowledge of the facts reduced to writing. If he is satisfied from such investigation and statements that there is reasonable ground to believe that there has been such a violation he shall prepare or cause to be prepared charges against the student or students alleged to have committed such violation which shall state the provision prescribing the offense and shall specify the ultimate facts alleged to constitute such offense.

(c) Such charges shall be in writing and shall be served on the student or students named therein by delivering the same to him or them personally, if possible, or, if not, by mailing a copy of such charges by registered mail to such student or students at his or their usual place or places of abode while attending college and also to his or their home address or addresses, if different.

(d) The notice of charges so served shall fix a date for hearing thereon not less than ten nor more than fifteen days from the date of service which shall be the date of mailing where necessary to effect service by mail. Failure to appear in response to the charges on the date fixed for hearing, unless there has been a continuance for good cause shown, shall be deemed to be an admission of the facts stated in such charges and shall warrant such action as may then be appropriate thereon. Before taking such action the Hearing Committee, hereinafter referred to, shall give notice to any student, who has failed to appear, in the manner prescribed in paragraph (c), of its proposed findings and recommendations to be submitted to the chief administrative officer and shall so submit such findings and recommendations ten days thereafter unless the student has meanwhile shown good cause for his failure to appear, in which case a date for hearing shall be fixed.

(e) Upon demand at any time before or at the hearing the student charged or his representative, duly designated, shall be furnished a copy of the statements taken by the chief administrative officer in relation to such charges and with the names of any other witnesses who will be produced at the hearing in support of the charges, provided, however, that this shall not preclude the testimony of witnesses who were unknown at the time of such demand.

(f) The chief administrative officer may, upon the service of charges, suspend the student named therein, pending the hearing and determination thereof, whenever, in his judgment, the continued presence of such student would constitute a clear danger to himself or to the safety of persons or property on the premises of the institution or would pose an immediate threat of disruptive interference with the normal conduct of the institution's activities and functions, provided, however, that the chief administrative officer shall grant an immediate hearing on request of any student so suspended with respect to the basis for such suspension.

(g) There shall be constituted at each state-operated institution a Hearing Committee to hear charges against students of violation of the rules for maintenance of public order prescribed by or referred to in this Part. Such committee shall consist of three members of the administrative staff and three members of the faculty, designated by the chief administrative officer, and three students who shall be designated by the members named by the chief administrative officer. Each such member shall serve until his successor or replacement has been designated. No member of the committee shall serve in any case where he is a witness or is or has been directly involved in the events upon which the charges are based. In order to provide for cases where there may be such a disqualification and for cases of absence or disability, the chief administrative officer shall designate an alternate member of the administrative staff and an alternate member of the faculty, and his principal designees shall designate an alternate student member, to serve in such cases. Any five members of the commitee may conduct hearings and make findings and recommendations as hereinafter provided.

(h) The Hearing Committee shall not be bound by the technical rules of evidence but may hear or receive any testimony or evidence which is relevant and material to the issues presented by the charges and which will contribute to a full and fair consideration thereof and determination thereon. A student against whom the charges are made may appear by and with representatives of his choice. He may confront and examine witnesses against him and may produce witnesses and documentary evidence in his own behalf. There may be present at the hearing: the student charged and his representatives and witnesses; other witnesses; representatives of the institutional administration; and, unless the student shall request a closed hearing, such other members of the institutional community or other persons, or both, as may be admitted by the Hearing Committee. A transcript of the proceedings shall be made.

(i) Within twenty days after the close of a hearing the Hearing Committee shall submit a report of its findings of fact and recommendations for disposition of the charges to the chief administrative officer, together with a transcript of the proceedings, and shall at the same time transmit a copy of its report to the student concerned or his representative. Within ten days thereafter the chief administrative officer shall make his determination thereon. Final authority to dismiss the charges or to determine the guilt of those against whom they are made and to expel, suspend or otherwise discipline them shall be vested in the chief administrative officer. If he shall reject the findings of the Hearing Committee in whole or in part, he shall make new findings which must be based on substantial evidence in the record and shall include them in the notice of his final determination which shall be served upon the student or students with respect to whom it is made.

Further Resolved that amendments and additions made by this resolution shall take effect immediately, and that Section 535.9 as added to Part 535 by this resolution shall apply to charges for violation of the rules prescribed by or referred to in this Part heretofore served which have not been finally determined within sixty days after the adoption hereof, which charges shall be referred to the Committee constituted pursuant to said Section 535.9 for determination in accordance therewith, and said section shall apply to all charges for violation of such rules hereafter made, whether for violations heretofore or hereafter committed, and

Further Resolved that the amendments or additions made by this resolution shall be forthwith filed with the Commissioner of Education and the Board of Regents in compliance with Section 6450 of the Education Law.

APPENDIX C

INSTITUTIONAL POLICIES AND PRACTICES GOVERNING RESEARCH AND OTHER ACTIVITIES INVOLVING HUMAN SUBJECTS

The Committee on the Protection of Human Subjects was established in 1972, pursuant to requirements, by the United States Department of Health, Education and Welfare. The latter agency specified that all institutions of higher learning must create such a committee and further specified rather strict guidelines for the committee's operation. The committee is required to be the final authority regarding research involving human subjects on the campus. Failure of a univeristy or college campus to establish a committee on the protection of human subjects and to provide it with the appropriate authority results in the loss by that institution of all Federal funds originating with the Department of Health, Education and Welfare.

Over the years that have passed since the Committee at Plattsburgh was established, members of the Committee have been working to write institutional policies and practices for the State University of New York College of Arts and Science at Plattsburgh that would at once meet the requirements of the Federal Government, provide true protection for human subjects that might be involved in academic work on the campus, and interfere as little as possible with the academic activities of members of the faculty and student body. The institutional policies and practices that are detailed in the sections of this document that follow have been approved by the Committee on the Protection of Human Subjects and are operational at this time.

Preamble

All research, experimentation, teaching, and other activities involving the use of human subjects conducted under the aegis of the College of Arts and Science at Plattsburgh fall under the jurisdiction of the Committee on the Protection of Human Subjects. Consequently, all such activities are subject to review and approval by the Committee. In deciding whether or not approval will be granted for a particular project or study, the Committee will consider:

(a) the rights and welfare of the individuals involved,

(b) The appropriateness of the methods proposed to be used in obtaining the "informed consent" of the individuals involved, and

(c) The risks to the human subjects and the potential benefits involved.

Mindful of the profound implications of its charge, the Committee is yet concerned that its activities and jurisdiction not obstruct in any way the vigorous prosecution of legitimate academic research and teaching programs in which proper attention has been given to the rights and welfare of human subjects who may be involved as participants therein. It is clear that there will be occasions when these two goals (the Committee's responsible discharge of its duty and the freedom of an investigator to organize and conduct a project in the way he chooses) come into conflict. Indeed, it is not difficult to conceive of circumstances in which the goals may be mutually exclusive. The Committee, in such cases, will make every attempt, with the investigators, to ameliorate or to resolve the problems. In so committing itself, however, the Committee emphasizes that it does have final campus jurisdiction in regard to studies in which human subjects are involved.

It is thus incumbent upon those proposing the use of human subjects in projects that may be seen (by the Committee) as compromising the rights and/or welfare of the subjects to persuade the Committee that these rights and welfares will be protected under the protocol proposed for use. The Institutional Practices outlined in the sections of this document that follow are designed both to expedite the processing of proposals from members of the faculty, staff, and student body of the institution and to ensure that not only the letter but also the spirit of Federal regulations governing the use of human subjects in research or teaching projects are met.

Departmental Advisory Committees

Each academic department (or other appropriate administrative unit) of the College is encouraged by the Committee to appoint or elect an advisory committee whose function it would be to advise investigators within that administrative unit as to accepted (and acceptable) standards and procedures in projects in which human subjects are involved. The Advisory Committee, to be effective in this capacity, would necessarily study appropriate Federal regulations and other pertinent literature, thus accumulating over a period of time an expertise that would be of considerable value to the unit. The College Committee on the Protection of Human Subjects will provide information and assistance to unit Advisory Committees on request. Early consultation with the College Committee by unit Advisory Committees is recommended so that delays at later stages of the approval process can be minimized.

In the event that a unit elects not to utilize such an Advisory Committee in the initial screening of proposals for projects, the Committee on the Protection of Human Subjects will provide this service. Administrative units electing this option should be aware, however, that the time consumed by the process will undoubtedly be somewhat longer than would have been the case if a unit Advisory Committee had participated in the initial screening and advisement.

The Formal Submission of a Proposal for a Study Involving Human Subjects

Once an investigator has reached the stage of preparing a formal proposal for consideration by the College Committee on the Protection of Human Subjects, the procedure outlined herein is to be followed.

1. The proposal should first be considered for approval by the unit Advisory Committee (vide supra), if such a Committee exists. If no such Committee exists, then the proposal should be routed to the next step in the procedure (Step 2, below). If an Advisory Committee does exist, then its approval must be obtained before the Committee on the Protection of Human Subjects will accept the proposal for review. Only in the most unusual of circumstances will the College Committee consider a proposal that has been disapproved by a unit Advisory Committee. Such a circumstance would require that the Dean of the Faculty concerned (or other appropriate administrative officer in the case of proposals originating outside of one of the officially designated academic Faculties) petition the College Committee for its consideration of the proposal. The Dean (or other officer) would include, in this petition, a detailed report as to the reasons for the proposal's rejection by the unit Advisory Committee along with his reasons for requesting additional review of the proposal by the College Committee.

2. The unit Advisory Committee (if one exists) or the investigator(s) (if no

Advisory Committee exists) will transmit the proposal to the Chairman of the Department (or other appropriate administrative officer) along with appropriate recommendations as to the disposition of the proposal. Such recommendations will normally be for approval, approval subject to the incorporation of specified modifications into the proposal, or for disapproval. In the event that the recommendation of the unit Advisory Committee is for disapproval of the proposal, that Committee will provide the investigator(s) with written reasons for its recommendation. These reasons will be provided in sufficient detail as to permit the investigator(s) to make appropriate changes in the research or teaching protocol as desired. At this point, the proposal may be withdrawn from further consideration or it may be resubmitted in a form that, in the judgment of the investigator(s) may be acceptable to the unit Advisory Committee.

3. The Chairman of the Department (or other appropriate administrative officer) will transmit the proposal to the Dean of the Faculty (or other appropriate officer) along with the recommendations of the unit Advisory Committee (if one exists) and the Chairman's recommendation. The Dean of the Faculty will then render a preliminary decision, acting as the surrogate of the College Committee, as to whether or not the proposal indeed satisfies the institutional policies and practices for projects involving human subjects. In arriving at this preliminary decision, the Dean will consider the recommendations of the Department Chairman (as appropriate) and of the unit Advisory Committee (if such a Committee exists).

4. Before rendering a final decision on behalf of the College Committee, the Dean will transmit to the Chairman of that Committee copies of all pertinent documents, including the unit Advisory Committee recommendation and the Department Chairman's recommendation. In so doing, the Dean will serve notice to the Committee of his intention either to make a final decision when seven (7) working days have elapsed or to request the Chairman to convene a meeting of the College Committee within seven (7) working days for the purpose of discussing the proposal in question.

5. Upon receipt of notification by a Dean (or other appropriate administrative officer) that certain actions upon a proposal involving human subjects are contemplated by the Dean, the Chairman of the College Committee will send to each member of the Committee sufficient information about the proposal as to allow members to decide whether or not the action proposed by the Dean is consistent with College policies and practices. Such information must be in the hands of Committee members in time for any member to request a full Committee meeting prior to the expiration of the seven (7) day deadline should the member feel that the Dean's proposed action is inappropriate under the circumstances or that further discussion is warranted.

If, after seven (7) working days have elapsed from the time that the pertinent documentation has been received by the Committee Chairman from the Dean, no member of the Committee has requested a full Committee meeting to discuss the proposal, the Dean's decision will become final and will represent the official position of the College Committee with respect to the proposal. If, during the same seven day period, a member of the Committee requests the Chairman to convene a full Committee meeting, the Chairman will so inform the Dean and the investigator(s) and will schedule such a meeting as soon as practicable but, in any event, no later than seven (7) working days after the expiration of the original deadline. The investigator(s) may be requested to appear in person before the Committee at that time. If a quorum of the committee (50% of the members) cannot be assembled within that period of time (seven days), the Committee will be deemed to have acted by way of the Dean and the Dean's decision will become final and official. (This proviso is made to protect the investigator(s) from other than minimum delays at every step in the processing of a proposal while, at the same time, ensuring that the institutional commitment to the protection of the rights and welfare of human subjects is met).

6. The investigator(s) will be informed, in writing, of the final disposition of the proposal. Reasons will be provided in the event that the decision of the Committee is for disapproval of the proposed study. The submission of a proposal that was disapproved by the Committee will in no way preclude the resubmission to the College Committee (by way of the steps herein outlined) of a modified proposal dealing with an identical or similar project.

7. Complete files of all proposals submitted to the College Committee will be maintained along with records of all actions taken on these proposals. Such files and records will be open for examination by any member of the faculty, staff or administration of the College on reasonable notice.

Adopted by the Committee on the Protection of Human Subjects at its meeting of September 19, 1974.

A Few Thoughts From the Committee
(Prepared by Robert T. Booth)

Federal Law obliges a college to have an active committee in order to remain eligible for the continued flow of DHEW funds, whether to the institution or to any particular project.

The Committee is obliged to oversee and protect the rights of an individual who is "at risk as a subject" in research, development, demonstration and other activities. The responsibility is exceedingly broad.

> A fair explanation of the procedures, including those that are experimental.
>
> A description of the discomforts and risks.
>
> A description of the benefits to be expected.
>
> A disclosure of appropriate available alternatives.
>
> An offer must be made to answer questions.
>
> The subject must be told that he or she is free to withdraw consent and to drop out of the procedure at any time.
>
> A written consent document is desirable, but it may not include words of waiver or release.

The above guidelines must be used by the Committee in reviewing projects of all types. You can appreciate our difficulties with experiments involving small children (how can they give informed consent?) and with psychological experiments that require an element of deceit to be successful (how can a fair explanation be given?).

Our Committee takes the view that it sits rather like a jury in reviewing whether or not reasonable care has been taken to assure protection of a subject. As examples:

> We refused an experiment designed to analyze the effects of taking vitamin B-6 by women who were taking oral contraceptives and who had had identifiable mental disturbances.
>
> We approved the process by which the Administration conducted Student Evaluation Surveys.
>
> We approved a psychological experiment that tested altruism-aggression factors by a test in which the subject thought he was administering electric shocks to another who merely acted the part. We were greatly concerned over the unknown effect of electric shock given to the subject at the beginning of the experiment and also the psychic reaction on the subject who might believe he was delivering a punitive shock.
>
> We modified and approved an explanatory prospectus by which parents of Campus School children were told that occasionally their children would be asked to describe and classify their experiences (possible sociological

damage?); that their children might be divided at random into experience groups (same problem); that other research techniques might be used (saved by a promise of further explanation and request for consent).

1975-76 Membership

Dr. Harold J. Perkins, Dean for Graduate Studies and Research - Chairman
Dr. Philip B. Clarkson, Dean, Faculty of Arts and Science
Dr. Nicholas F. Troisi, Dean, Faculty of Professional and General Studies
Dr. Howard C. Miller, Department of English
Dr. Richard A. Manganel, Department of Curriculum and Teaching
Dr. Ralph M. Clark, Department of Biological Sciences
Dr. Merton Stancliff, Department of Anthropology
Dr. David Dustin, Department of Psychology
Dr. Paul J. Chapple, Director, W. Alton Jones Cell Science Center
Mr. Robert T. Booth, Attorney and Member of College Council